



ACCOUNTING MANUAL

FOR

FLORIDA'S COLLEGE SYSTEM

Effective Date – April 2024

Rule 6A-14.072, F.A.C.

IN MEMORY OF CLYDE H.

(JACK) HAGLER

1930 - 1984

Chairman of the Accounting Manual Committee

Vice President for Business Affairs, Pensacola State (Junior) College

Member of the Florida House of Representatives 1974 - 1982

Certified Public Accountant

A public servant and good friend who provided expertise, knowledge and positive results without the need to be recognized for his accomplishments. He simply got things done.

A Special Dedication



This special dedication of the State Accounting Manual for Florida's College System is made to recognize the service and accomplishments of Ken Jarrett, Director of Finance and Accounting in the Florida College System (then, the Division of Community Colleges). Ken was a co-author of the Accounting Manual when it was first written in 1968.

Ken provided much assistance to the Business Officers and Controllers of Florida College System with much humor, dedication and expertise. He has been one of the unsung heroes of the System. Ken Jarrett is a valued member of the College System family and his work has facilitated the growth and prosperity of the System. This dedication represents but one small way to say, "Thank You, Ken."

2000 Recipient – Ed Cisek	2010 Recipient – Rand Spiwak
2001 Recipient – Dick Becker	2011 Recipient – John Holdnak
2002 Recipient – Chris Hamilton	2012 Recipient – Joe Sarnovsky
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2008 Recipient – Ron Fahs	2018 Recipient – Peter Elliott
2009 Recipient – Ken Burdzinski	2019 Recipient – Jackie Lasch

Accounting Manual

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Introduction

The *Accounting Manual for Florida's College System* is authorized by Florida State Board of Education Administrative Rules and in accordance with Rule 6A-14.072(3). The *Accounting Manual* is made a part of the rules of the State Board of Education. The rule requires financial records and accounts of each college to be kept in accordance with the *Accounting Manual*.

The *Accounting Manual* has been developed to provide a uniform accounting system for the Florida College System. The major objective of this Manual is to:

Provide uniform terminology and classifications in order that there is comparability between the various colleges within the State with respect to financial reporting.

The organizational structure of each individual college should be based on the activities and services unique to that college. It is neither necessary nor desirable that organizational structures be identical at all colleges since organization is influenced by many factors, such as objectives, programs, personnel, size and assigned responsibilities of the college. However, there is need to uniformly classify activities and services performed between colleges and provide meaningful reporting.

The *Accounting Manual for Florida's College System* has been closely correlated with AICPA's audit guide, Audits of Colleges and Universities, Financial Accounting Standards, GASB 34/35 and NACUBO's Financial Accounting and Reporting Manual. Consequently, college reports will be prepared in accordance with generally accepted accounting principles and will be comparable with reports of other institutions of higher learning throughout the United States. Departures from recommendations of the above sources are:

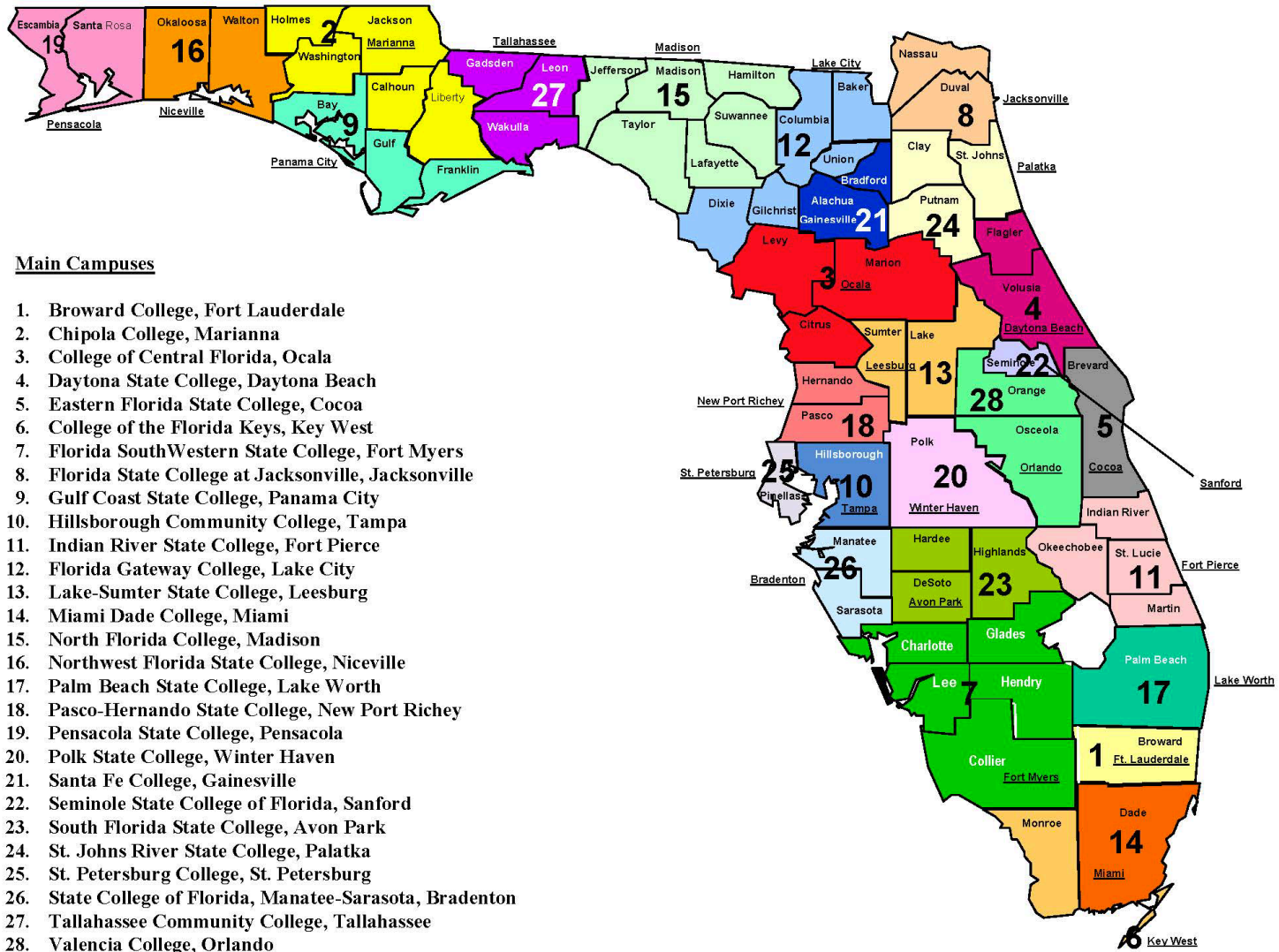
This Manual does not follow the AICPA Audit Guide's recommendation that revenues and expenditures of an academic term, such as a summer session, which is conducted over a fiscal year end, should be reported totally within the fiscal year in which the program is predominantly conducted. Rather, expenditures will be reported in the fiscal year in which the goods or services are received, and revenues will be reported in the fiscal year in which they are earned. Student fees will be considered earned when the college refund period has expired rather than on a time-prorated basis since the net difference in the two methods will usually be immaterial.

Since covering all possible conditions and circumstances in a manual such as this is impractical, when activities, services or transactions occur which are not specifically covered in this Manual, they should be reviewed with authoritative guidance and classified as near as possible within the context of the *Accounting Manual*.

It is the intent of the Manual to allow each college the maximum amount of flexibility in conforming with the standards set forth in this Manual. Specific use of General Ledger Codes (Section 7) is defined in such a manner as to provide for statewide uniformity where practical and feasible yet allowing each college to determine its own level of detail and specificity. All colleges' data will be comparable at the least specific level and remain comparable at each advanced level of specificity. Thus, the most sophisticated system will be comparable to the least sophisticated system at the basic required data level.

The account structure has been designed to be in full compliance with AICPA, NCHEMS and NACUBO guidelines to support the Florida College System Financial Data Base. The following sections of the Manual will identify those mandated Financial Data Base data elements, for data submission purposes.

THE FLORIDA COLLEGE SYSTEM



Main Campuses

1. Broward College, Fort Lauderdale
2. Chipola College, Marianna
3. College of Central Florida, Ocala
4. Daytona State College, Daytona Beach
5. Eastern Florida State College, Cocoa
6. College of the Florida Keys, Key West
7. Florida SouthWestern State College, Fort Myers
8. Florida State College at Jacksonville, Jacksonville
9. Gulf Coast State College, Panama City
10. Hillsborough Community College, Tampa
11. Indian River State College, Fort Pierce
12. Florida Gateway College, Lake City
13. Lake-Sumter State College, Leesburg
14. Miami Dade College, Miami
15. North Florida College, Madison
16. Northwest Florida State College, Niceville
17. Palm Beach State College, Lake Worth
18. Pasco-Hernando State College, New Port Richey
19. Pensacola State College, Pensacola
20. Polk State College, Winter Haven
21. Santa Fe College, Gainesville
22. Seminole State College of Florida, Sanford
23. South Florida State College, Avon Park
24. St. Johns River State College, Palatka
25. St. Petersburg College, St. Petersburg
26. State College of Florida, Manatee-Sarasota, Bradenton
27. Tallahassee Community College, Tallahassee
28. Valencia College, Orlando

Section 1

The Accounting System

THE ACCOUNTING SYSTEM

A. Fund Accounting

The colleges utilize fund accounting which is a system by which resources are allocated to and accounted for as a separate entity (fund) according to the purpose for which resources may be used in accordance with limitations, regulations or restrictions imposed by sources outside the institution or the governing board. A fund is an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, fund balance and changes in the fund balance.

For reporting purposes, funds of similar characteristics are combined into fund groups. Colleges utilize the following groups:

Current Funds

Unrestricted Funds (Fund 1 & 3)

Restricted Funds (Fund 2 & 5)

Non-Current Funds

Loan and Endowment Funds (Fund 4)

Plant Funds (Fund 7, 8, 9)

Agency Funds (Fund 6)

B. Accounting System

Each college is responsible for establishing an accounting system that:

1. Provides for the uniform coding system of organizational units (as provided for in Sections 2 - 6 of the *Accounting Manual*) and the uniform general ledger classification (as provided for in Sections 7 - 12 of the *Accounting Manual*);
2. Has a general ledger and subsidiary ledger system which provides for the summarization of accounting transactions and identification to source documentation;
3. Records transactions in accordance with generally accepted accounting principles;
4. Internal accounting control is a plan of organization and the procedures and records that are concerned with safeguarding of assets and the reliability of financial records. It is designed to provide reasonable assurance that transactions are executed as authorized; that transactions are recorded as necessary to permit financial statement preparation and to maintain accountability for assets; access to assets is appropriately authorized; and that recorded accountability for assets is compared with existing assets at reasonable intervals with any differences being appropriately acted on. (AICPA=s SAS No. 1);
5. Provides meaningful and timely information in order to allow management to make decisions and allow for timely reporting;
6. Provides for budgetary controls over resources and expenditures, including comparison with budget estimates and analysis of significant variations;
7. Provides a record retention system in accordance with legal or donor requirements; and,
8. Provides for the accurate data submission of Unrestricted Current Funds expenditures (year-end) by cost center or function to support the College System Financial Data Base.

C. Reporting

The accounting system should be designed to facilitate timely and meaningful reporting requirements as required by donor requirements, legal regulations, and the College System Management Information System (CCMIS) Procedures Manual.

In order to obtain the comparability for external reporting purposes required by CCMIS, it is mandatory for each college to follow the *Accounting Manual*.

Section 2

Basic Coding System

BASIC CODING SYSTEM

- A. **Explanation**
 The account codes have been designed to enable each college to accumulate financial data according to several different classifications, i.e., by fund, function, organizational unit, source of income, type of expenditure, etc.
- B. **Coding System**
 The coding system included in this Manual is the **minimum** required for a uniform system. If it desires, a college may expand this coding system to accumulate more detailed information by adding digits to the codes listed herein. (Certain data elements in the coding system are mandated for Financial Data Base submission purposes and are defined primarily in Sections 3 - 7 and 12.)

The coding system consists of thirteen basic digits (an eight-digit organizational unit and a five-digit general ledger classification):

		Digit Position												
		1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Organizational Unit													
	a. Fund	X												
	b. Function			X										
	c. Sub-Function				X									
	d. Specific Unit					X	X	X						
	e. Variable ID									X	X			
2.	General Ledger Classification													
	a. General Ledger Class									X				
	b. Object Code										X	X		
	c. Specific Code												X	X

The two groups are sub-divided into eight identifiable categories as shown above. The first digit of the Organizational Unit designates the Fund, the second digit designates the Function, the third digit designates the Sub-Function, the fourth through sixth digits designate the Specific Unit, and the seventh and eighth digits are reserved for a Variable ID code. The Variable ID code is not assigned at this time. It is included for expansion in the event future reporting requires information classified by some criteria other than those currently identified in this Manual. Sections 4, 5 and 6 of the Manual provide detailed descriptions of the Fund, Function, Sub-Function and Specific Unit codes.

The first digit of the General Ledger Classification designates the Account Class (i.e., balance sheet, revenue, personnel expense, current expense, capital outlay). The second and third digits designate the Object Codes. The Object Codes further identifies the revenue or expense to the general type within the classification. The last two digits designate the lowest level of detail required for any revenue or expenditure. If a particular college requires more detail than is provided by the Specific Code level, it should use additional digits. Sections 7 through 12 of this Manual provide approved descriptions of General Ledger Classification codes.

Section 3

Organizational Units:

Explanation and Code

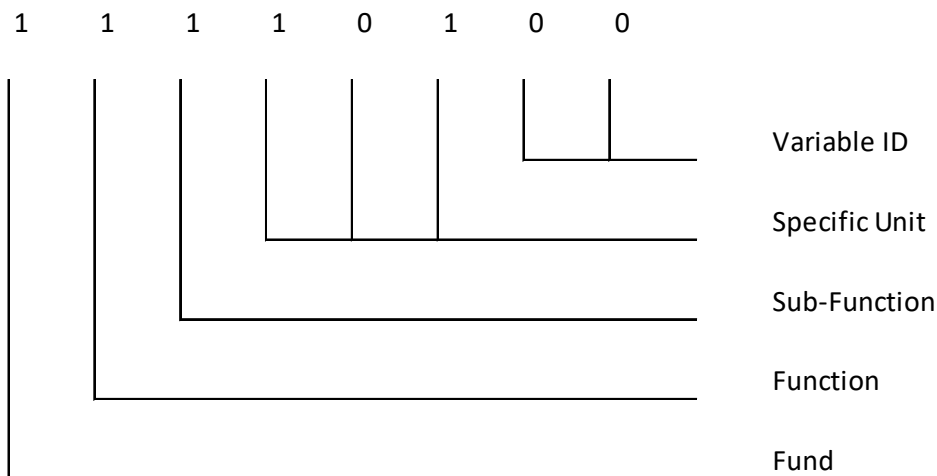
ORGANIZATIONAL UNIT

- A. Explanation (X X X X X X X X) (_ _ _ _)
 To effectively accomplish its goals, a college should be organized in such a manner that each area of responsibility is clearly identified, with managerial responsibility and authority delegated to one person. These areas of responsibility are organizational units and are sometimes referred to as divisions, departments, sections or offices.

In addition to these organizational units, there are other activities of a college which should be accounted for as separate units such as individual loan funds, individual student organizations and individual construction projects. In this Manual, these activities will also be referred to as organizational units.

- B. Organizational Unit Code
 The Organizational Unit Code is an eight-digit number consisting of the Fund, Function, Sub-Function, Specific Unit and Variable ID codes. The Specific Unit code is three digits, the Variable ID is two digits. All other codes are one digit codes. Function, Sub-Function and Specific Unit codes for Funds 1 and 2 must also be used as presented in the CCMIS Manual. Function codes for Funds 3 through 9 are presented in Part C of this Section. Sub-Function and Specific Unit code for Funds 3 for 9 and Specific Unit codes for Funds 1 and 2 not described in the CCMIS Manual are to be assigned at the discretion of the individual colleges. Detailed descriptions of the Fund, Function, Sub-Function and Specific Unit codes are provided in Sections 4, 5 and 6 of this Manual.

Following is an example of an Organization Unit Code:



This code identifies the Agriculture and Natural Resources Department which is funded from the Current Fund. The Fund Code "1" designates the Current Funds - Unrestricted. The Function code "1" indicates that it is an instructional department. The Sub-Function Code "1" indicates Advanced and Professional instruction as opposed to Vocational instruction. The first digit of the Specific Unit Code "1" indicates the Natural and Physical Sciences Clusters and the last two digits of the Specific Unit Code "01" indicate the Agriculture and Natural Resources Category. The Variable ID is not used in this example. The Organizational Unit in the Unrestricted Current Funds is identified in Section 6 for mandated use.

- C. Function Codes for Funds 3 through 9
Fund 3 - Auxiliary Funds
 Function Code 0 General Ledger Control
 Function Code 1 Auxiliary Activities
 Function Code 2 Service Departments

Fund 4 - Loan, Endowment, Annuity and Life Income Funds

Function Code 0	General Ledger Control
Function Codes 1 - 2	Federal Loan Fund Accounts
Function Codes 3 - 4	Other Loan Fund Accounts
Function Code 5	Endowment Accounts - Restricted
Function Code 6	Endowment Accounts - Unrestricted
Function Code 7	Annuity Accounts
Function Code 8	Life Income Accounts

Fund 5 - Scholarship Funds

Function Code 0	General Ledger Control
Function Codes 1 - 2	Federal Scholarship Accounts
Function Codes 3 - 4	State Scholarship Accounts
Function Codes 5 - 9	Other Scholarship Accounts

Fund 6 - Agency Funds

Function Code 0	General Ledger Control
Function Code 1	Clearing Accounts
Function Codes 2 - 9	Organizational Accounts

Fund 7 - Unexpended Plant and Renewals/Replacement Funds *

Function Code 0	General Ledger Control
Function Code 1	Projects Financed from Local Sources
Function Code 2	Projects Financed from CO & DS
Function Code 3	Projects Financed from Federal Sources
Function Code 4	Projects Financed from Other State Sources
Function Code 5	Projects Financed from SBE Bonds
Function Code 6	Projects Financed from Loans
Function Code 7	Projects Financed from PECO funds

Fund 8 - Retirement of Indebtedness Funds

Function Code 0	General Ledger Control
Function Code 1	Bonded Indebtedness - Individual Issues
Function Code 2	Loans - Individual Loans
Function Code 3	Debt - Installment Purchases
Function Code 4	Debt - Capital Leases

Fund 9 - Investment in Plant Fund

Function Code 0	General Ledger Control
Function Code 1	Land
Function Code 2 - 3	Buildings
Function Code 4	Other Structures & Improvements
Function Code 5	Furniture, Machinery & Equipment
Function Code 6	Books & Films
Function Code 7	Data Software
Function Code 8	Construction in Progress
Function Code 9	Assets Under Capital Lease

* NOTE: Sub-Function codes may be used to distinguish Renewals/Replacement Funds projects.

Section 4

Funds: Explanation,

Numbering and Code

FUNDS

- A. Explanation (X _____) (_____)
 As used in this *Manual*, the term “fund” is defined as "...an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, and a fund balance" (College and University Business Administration, Fifth Edition, NACUBO).

The purpose of fund accounting is to classify resources according to restrictions and limitations placed on them and to provide information which is sufficient to determine whether proper use has been made of those resources. Although separate accounts are maintained for each fund, those funds with similar characteristics maybe combined for reporting purposes.

- B. Funds and Fund Groups
 Florida’s college system will classify their financial activities according to the following:

Fund Number	Title
1	Current Funds - Unrestricted
2	Current Funds - Restricted
3	Auxiliary Funds
4	Loan, Endowment, Annuity and Life Income Funds
5	Scholarship Funds
6	Agency Funds
7	Unexpended Plant and Renewals/Replacement Funds
8	Retirement of Indebtedness Funds
9	Investment in Plant Funds

The major fund groups for reporting purposes are shown below.

CURRENT FUND GROUP		
Unrestricted	Restricted	Agency
1 - Current Funds - Unrestricted	2 - Current Funds – Restricted	6 - Agency Funds
3 - Auxiliary Funds	5 - Scholarship Funds	

NON-CURRENT FUND GROUPS

Loan, Endowment, Annuity

and Life Income Funds
 4 - Loan, Endowment, Annuity and Life Income Funds

Plant Fund Group

7 - Unexpended Plant and Renewals/Replacement
 8 - Retirement of Indebtedness Funds
 9 - Investment in Plant Funds

- C. Fund Definitions

Fund 1 - Current Funds - Unrestricted

This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college. The only restrictions on the resources of this fund are those imposed by law, regulation or the budget. Staff and Program Development funds shall be recorded in this fund, subject to applicable rules and regulations. Unexpended, unencumbered Staff and Program Development funds shall be recorded and identified as reserved fund balance for Staff and Program Development. Other reserved funds shall be accounted for in the same manner (see Section 10 for G/L codes 30100 - 30700). Resources accounted for in this fund have no restrictions imposed by external agencies and it is anticipated that such resources will be utilized in the near term. All direct instructional activities of the college are accounted for in this fund or the Current Funds - Restricted. This fund is the only fund reported in the data elements

submitted to the Financial Data Base. All state general revenues and lottery funds are reported in this fund.

Fund 2 - Current Funds - Restricted

As in Fund 1, this fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college, however, such resources have been restricted by the donors or other **outside** agencies. Local Board of Trustees may not create restricted funds; the restrictions must be imposed by agencies or individuals outside the college. Examples of restricted current funds would be gifts or grants received which may be used only for specified purposes or programs. Restricted funds received for constructions, loans or scholarships are not credited to this fund since they are not available for current operations. Likewise, laboratory fees, financial aid fees, parking fees, etc. are not accounted for in this fund. Legislatively imposed categorical funds shall be recorded in this fund and expenditures or transfers accounted for thereto. The Division for the Florida's College System shall identify annually, those categorical funds which are subject to being recorded in this fund. Student activity and service fees may be recorded in this fund and expenditures or transfers accounted for thereto.

Fund 3 - Auxiliary Funds

Auxiliary enterprises are established primarily to provide non-instructional services for sale to students, faculty, staff and which are intended to be self-supporting. The general public may be incidentally served by auxiliary enterprises, although that is not their primary purpose. Fees charged by auxiliary enterprises are related to, but not necessarily equal to, the cost of the goods or services provided.

Service departments may be accounted for in this fund if it is the policy of the college to operate the department on a self-supporting basis. This would require that the charges for the goods or services of the service department be adequate to recover all costs of operation including personnel expense. If it is the policy of the college to recover less than the full cost of operation of the service department, it should be accounted for in Fund 1. Service departments are those established to serve other departments of the institution and not to serve faculty, staff or the general public.

Fund 4 - Loan, Endowment, Annuity and Life Income Funds

Loan funds are those resources available for loans to students regardless of whether the institution is responsible for the collection of the loan. Separate accounts should be maintained within the loan fund to indicate the source of funds and the restrictions, if any, on their use. Interest earned on loans as well as income and gains from investments of loan funds should also be accounted for in this fund.

Endowment funds are those for which an outside agency or source stipulated that the principal of the fund is not expendable.

Term endowments are accounted for as regular endowments, except that all or part of the principal may be expended after passage of a stated period of time or the occurrence of a particular event.

Quasi-endowments are funds that the governing board, rather than an outside agency, has determined to be retained and invested. The principal and income may be utilized at the discretion of the Board, subject to any donor-imposed restrictions on use.

Temporarily invested assets of the current or other funds are not quasi-endowments, and should be shown as investments of the current or other funds.

Endowment funds of all types are classified as "restricted" if the income may be used only for certain designated purposes, such as scholarships or student loans. They are classified as "unrestricted" if the income may be used without restriction or any purpose by the college.

Annuity funds consist of assets acquired by an institution under agreements whereby money or other property is made available to an institution on condition that it bind itself to pay stipulated amounts periodically to the donor or other designated individuals, which payments are to terminate at the time specified in the agreement.

Life Income funds consists of charitable remainder trusts for which the institution is trustee and remainder in name.

These aforementioned funds are grouped together, but should be disclosed and/or reported separately if significant in amount.

Fund 5 - Scholarship Funds

This fund is used to account for resources available for awards to students which are not in payment for services rendered to the college and will not require repayment to the college. This category includes awards made to students as a result of selection by the institution or from an entitlement program. Recipients of grants are not required to perform a service to the institution nor are they expected to make repayment. If services are required in return for the financial assistance (i.e., College Work Study Program) the charges are not classified as scholarships, but should be charged to the organization or department which received the services. In those instances, where the college has custody of the funds, but does not select the recipient and the funds are not based on entitlement, the funds will generally be accounted for in the Agency Fund. Financial Aid Fees shall be recorded in this fund and expenditures or transfers accounted for thereto.

Fund 6 - Agency Funds

This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs and temporary revenue/expenditure accounts which serve as clearing accounts for the college.

Transactions of Agency Funds usually represent charges or credits to the individual asset and liability accounts. If a college wishes to, however, it may use its regular revenue and expenditure codes to record Agency Fund transactions.

It is usually desirable to class agency accounts into two groups:

- * Clearing Accounts - Temporary accounts to aid the college in distributing income and expenditures between funds.
- * Organizations - Activities of students, staff or faculty or other organizations indirectly related to the college.

Plant Funds

This group of funds, consisting of the Unexpended Plant and Renewal/Replacement Funds, the Retirement of Indebtedness Funds and the Investment in Plant Funds is used to account for funds to be used for construction, rehabilitation and acquisition of physical property for institutional purposes, funds accumulated for retirement of indebtedness on plant properties and funds already expended for plant properties. Real property which is the investment of endowment and similar funds is not included here. Plant Funds will be carried in the accounts and records as three separate self-balancing funds which will be presented in financial reports as sub-funds of the Plant Fund section.

Fund 7 - Unexpended Plant and Renewals/Replacement Funds

This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institution purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

Fund 8 - Retirement of Indebtedness Funds

This fund is used to account for the long-term debt of a college and for the resources which will be used to retire the debt and pay the interest on the obligation(s). Refer to Section 14 concerning the appropriate entries for recording debt service for long-term lease purchases. (NOTE: Lease purchase agreements, as authorized in FS 240.319(3)(P), are to be recorded in the Retirement of Indebtedness Funds, and shall reflect the periodic principle and interest payment transaction over the active years of these multi-year lease-purchase agreements.)

Fund 9 - Invested in Plant Funds

This fund is used to account for the cumulative costs of plant assets and associated liabilities. The assets consist of:

- * Land
- * Buildings
- * Other Structures and Improvements
- * Furniture, Machinery and Equipment
- * Data Software
- * Construction in Progress
- * Assets Under Capital Lease

Section 5

Function

Explanation, Numbering, and
Definitions

FUNCTION AND SUB-FUNCTION

A. Explanation

A college is a complex organization composed of many organizational units designed to accomplish different purposes or functions. To aid in the classification and analysis of financial information, the organizational units of each fund are grouped together according to the function they perform.

B. Function Groups and Codes

Function names and codes for educational and general support of the Current Funds.

Unrestricted and Current Funds - Restricted are:

	CODE	FUNCTION
	1	Direct Instruction
Total	2	Research
Instructional	3	Public Service
	4	Academic Support
	5	Student Support

	6	Institutional Support
Total	7	Physical Plant Operation and Maintenance
Administrative	8	Student Financial Assistance
	9	Contingency, Transfers, etc.

Total Instructional expenditures consist of all expenditures recorded in Functions 1 - 5 and include those expenditures for instructional activities that may be reported in Functions 6 - 9 due to complexity of cost distribution (i.e., charging all unemployment compensation in Function 6, rather than prorating by specific functions where these former employees' salaries were recorded). The consistent classification of activities into these functions by all colleges is necessary if any degree of comparability between institutions is to be maintained.

C. Sub-Functions Codes

Sub-Function codes and descriptions have been developed to assist colleges in further classifying their activities in a consistent manner. The use of these codes is mandatory, as it will facilitate program budgeting. When activities described in two or more sub-functions are performed by one administrative unit (such as counseling and financial aid administration being handled by one office), the office should be placed in the sub-function, which describes the major effort.

D. Function and Sub-Function Description

The educational and general support functions are those performed by organizational units directly concerned with the operation and support of the educational program. With the exception of Student Financial Assistance, they are financed only through the Current Funds - Unrestricted and Current Funds - Restricted. Student Financial Assistance is also financed through the Scholarship Funds.

INSTRUCTIONAL FUNCTIONS

- Code 10 **Direct Instruction Function**
This function includes formally organized activities designed for the purpose of transmitting knowledge, skills and attitudes to a specifically identified target or clientele group. In Florida's College System, it includes both credit and non-credit instructions in those areas generally referred to as Advanced and Professional, Vocational, Developmental, Educational Preparatory Institute (EPI), Vocational, Continuing Workforce, Apprenticeship, College Preparatory and Adult Education.
- Code 11 **Advanced and Professional Instruction**
This sub-function includes courses and instructional programs designed to provide the first year of course work leading to an advanced or professional degree (bachelors, first professional, masters, etc.). It includes both the general education and specialized lower division courses necessary to complete a transfer degree program. It does not include non-credit courses, specifically designed compensatory (remedial) courses, or vocational and technical courses (see definition for Vocational Instruction).
- Code 12 **Vocational Instruction**
This sub-function includes all courses (credit and non-credit) and instructional programs designed to prepare persons for an occupation without subsequent training or education in an institution of high education or to provide courses to upgrade job related skills. Many of the courses classified as vocational instruction are transferable to a state university to apply toward a bachelor's degree; however, they are placed in this sub-function since they are required for a vocational degree or certificate because of their specialized content. This classification standard was adopted to provide consistent classification of those courses, which serve both a transfer and vocational preparatory purpose.
- Code 13 **Preparatory Instruction and Adult Education**
This sub-function includes developmental courses and other instructional programs, such as English for Academic Purposes (EAP) designed to prepare persons for college entry. It also includes courses considered basic and general adult education at the elementary and high school level. It should not include vocational courses.
- Code 14 **Recreational/Leisure and Lifelong Learning Non-Credit Instruction**
This sub-function includes non-credit instructional courses designed to provide recreational or leisure time activities. These expenditures should not be reported on the Annual Cost Analysis. Vocational non-credit (supplemental) courses should not be classified in this sub-function; rather they should be placed in the appropriate workforce education category.

- Code 15 **Economic Development Centers (EPI)**
This sub-function includes credit training designed to meet business, governmental and industry needs where all costs are paid by the training recipients, and should include seminars, workshops and other training programs. Non-credit courses should not be classified in this sub-function; rather they should be placed in the appropriate continuing workforce education category.
- Code 20 **Organized Research Function**
Include within this function all organized research activities established within the college under the terms of agreements with agencies external to the college or separately budgeted and conducted with internal funds of the college.
- Code 30 **Public Service Function**
Include within this function all organizational units of the college providing activities exclusive of instructional activities which are directed toward serving the community or specific clientele groups within the community.
- Code 40 **Academic Support Function**
This function includes activities that directly support, supplement or augment the instructional program of the college. These activities are classified into eight sub-functions.
- Code 41 **Learning Resources**
This sub-function includes those organizational units which provide for the collection, storage, distribution and use of instructional materials throughout the entire college.
- Code 42 **Educational Media Services**
This sub-function includes educational media materials and services which provide transmission of information in support of the instructional programs of the college.
- Code 43 **Open Laboratories (Interdisciplinary)**
This sub-function includes technology and other computing support that supplement instructional programs of the college which cannot otherwise be assigned to a specific direct instruction function.
- Code 44 **Instructional Computing Services**
All computing support to instructional organizational units should be included here. It should not include administrative data processing which is accounted for in the Institutional Support function.
- Code 45 **Ancillary Operations**
This sub-function includes organizational units organized and operated in connection with instructional programs and conducted primarily for the purpose of providing training to students. (These are not intended to be self-supported activities.)

- Code 46 **Academic Administration**
This sub-function includes organizational units, which provide centralized academic administrative activities on a college-wide basis. Offices of department or division chairman and executive administrators are **not** to be included here.
- Code 47 **Course and Curriculum Development**
The costs of activities related to designing new courses, developing new course material and planning and implementing new curricular programs should be charged to organizational units included in this sub-function.
- Code 48 **Academic Professional Personnel Development**
The costs of activities related to the development and improvement of the college's instructional professional staff should be charged to organizational units included in this sub-function.
- Code 50 **Student Support Function**
This function includes those activities provided by the college to assist and provide services for students, as well as to augment certain aspects of the instructional program. These activities are classified into nine sub-functions.
- Code 51 **Social and Cultural Development**
All activities related to the students' social and cultural development outside of the context of the formal academic program should be included in this sub-function including intramural sports.
- Code 52 **Organized (Intercollegiate) Activities**
Activities established for the purpose of competing with other colleges in basketball, baseball, swimming, tennis, track, golf, club sports, cheerleading, etc. should be included in this sub-function.
- Code 53 **Counseling and Advisement**
This sub-function will include all organizational units which provide activities for students such as counseling, testing, orientation, and career days.
- Code 54 **Placement Services**
This sub-function includes activities related to placing students in the job market upon completion of all or a portion of a college program.
- Code 55 **Financial Aid Administration**
Organizational units established to administer the financial aid program of the college should be included in this sub-function.

- Code 56 **Student Records and Admissions**
 This sub-function includes organizational units established for student records management, admissions processing and student record analysis.
- Code 57 **Health Services**
 Organizational units established to provide health services to students should be included in this sub-function.
- Code 58 **Services for Special Students**
 Organizational units established to provide non-instructional services to students with specific characteristics, such as veterans, foreign students and economically disadvantaged or students with disabilities should be included in this sub-function.
- Code 59 **Student Services Administration**
 Organizational units having administrative positions and offices which have college-wide managing responsibilities for student service programs should be included in this sub-function.

ADMINISTRATIVE FUNCTIONS

- Code 60 **Institutional Support Function**
 This function includes those activities undertaken to provide necessary services on a college-wide basis. These activities are classified into five sub-functions.
- Code 61 **Executive Management**
 Include in this sub-function such organizational units established for college-wide policy development, planning, management, institutional research, evaluation, internal auditing and legal services (both internal and external). All officers responsible for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the chief academic officer, should be included in this classification. (Reference NACUBO Financial Accounting and Reporting Manual for Higher Education "FARM" 2005 edition, section 703.91).
- Code 62 **Fiscal Operations**
 This sub-function has organizational units related to fiscal accounting, control, management and investments.
- Code 63 **General Administrative and Logistical Services**
 Included in this sub-function are organizational units for Administrative Data Processing, Personnel Services, Logistical Services (purchasing, receiving, shipping, mail, telephone, printing, word processing), other general expenses (Business Hospitality) and other benefits for the institution as a whole, which cannot be logically classed in any other sub-function. Also included are insurance (other than property) and memberships, which are not to the direct benefit of an individual organizational unit.

- Code 66 **Administrative and Support Staff Services**
In this sub-function would be activities related to administrative and support staff development, improvement and general services including: in-service training, sabbatical leaves, training institutes, etc.
- Code 67 **Community Relations**
Organizational units established to maintain relationships with the general community and the college's alumni are to be included in this sub-function.
- Code 70 **Physical Plant Operation and Maintenance Function**
Within this function should be included those organizational units which are responsible for the operation and maintenance of the institution's physical facilities. They may be departments, such as the Grounds Department, or they may be accounts in which charges for electricity and insurance are accumulated.
- Code 71 **Facilities Planning Function**
Within this function should be included those organizational units which are responsible for the planning of facilities construction.
- Code 72 **Police and Campus Security Services Function**
Within this function should be included those organizational units which are responsible for police and security services.
- Code 80 **Student Financial Assistance Function**
Legislated fee waivers for students are to be charged to this function. This would not include employees. The function codes for funds other than Current - Unrestricted and Current - Restricted may be used in any way to further classify activities into logical groupings for the benefit of the individual college.
- Code 90 **Contingency, Transfers, etc.**
This function includes budgeted contingencies and expenditures for all transfers.

Section 6

Specific Unit: Explanation and Chart of Accounts

SPECIFIC UNIT

CURRENT FUNDS - UNRESTRICTED and CURRENT FUNDS – RESTRICTED

A. Explanation

Each organizational unit or activity of a college for which financial information is to be accumulated is assigned a specific unit code. When the fund and function numbers are added to the specific unit number, a code number is established which identifies each organizational unit of the college. When one organizational unit of the college performs activities described in two or more sub-function (3rd digit), i.e., a business officer who does the accounting, purchasing and personnel administration, the organizational unit should be placed in the sub-function which describes its major effort. It should not be artificially divided.

B. Mandated and Suggested Use of Organizational Unit Codes

The organizational unit codes for the Unrestricted Current Funds (Section C, following) that are printed in **bold** typeface are reported on the Cost Analysis. A college may elect to maintain unit records in a more detailed manner or may combine specific units for ease of management.

Recommended use of the variable ID numbers (position 7-8) of the organizational unit codes for Fund 1 – Current Unrestricted programs:

00 – 89 = Used for Lower Division (Associates level)

90 – 99 = Used for Upper Division (Bachelor level)

It is recognized that colleges may have system constraints which may not permit the use of the recommended position numbers. In these cases, colleges should identify the best way to track and report associate and bachelor level function within the limitations of individual computing system.

The unit codes not in **bold** typeface are suggested for use to encourage uniformity and timely response for financial data or report requests.

C. Chart of Accounts - Unrestricted Current Funds

*	1	0	0	X	X	X	X	X	*	Unrestricted Current Funds Ledger Control
*	1	1	X	X	X	X	X	X	*	<u>INSTRUCTION</u>
*	1	1	1	X	X	X	X	X	*	Advanced and Professional
	1	1	1	1	0	1	X	X		Agriculture and Natural Resources
				1	0	2	X	X		Architectural and Environmental Design
				1	0	4	X	X		Biological Science
				1	0	9	X	X		Engineering
				1	1	2	X	X		Health Professions
				1	1	9	X	X		Physical Science
				2	1	0	X	X		Fine and Applied Arts
				3	1	1	X	X		Foreign Languages
				3	1	5	X	X		Letters
				4	0	8	X	X		Education
				5	0	5	X	X		Business Management
				6	0	7	X	X		Computer and Information Science
				6	1	7	X	X		Mathematics
				7	0	3	X	X		Area Studies
				7	2	0	X	X		Psychology
				7	2	2	X	X		Social Science
				8	0	6	X	X		Communications
				8	1	3	X	X		Family and Consumer Services
				8	1	4	X	X		Law
				8	1	6	X	X		Library Science
				8	1	8	X	X		Military Science
				8	2	1	X	X		Public Affairs
				8	2	3	X	X		Theology
				8	4	9	X	X		Interdisciplinary

				9	X	X	X	X		General Degree Transfer
	1	1	2	X	X	X	X	X	*	<u>VOCATIONAL</u>
*	1	1	2	X	0	1	X	X	*	Post Secondary Vocational
	1	1	2	1	0	1	X	X		Agriculture
				2	0	1	X	X		Marketing
				3	0	1	X	X		Health Occupations
				4	0	1	X	X		Family & Consumer Services
				5	0	1	X	X		Business
				6	0	1	X	X		Industrial
				7	0	1	X	X		Public Service
*	1	1	2	X	0	2	X	X	*	Post Secondary <u>Adult</u> Vocational
	1	1	2	1	0	2	X	X		Agriculture
				2	0	2	X	X		Marketing
				3	0	2	X	X		Health Occupations
				4	0	2	X	X		Family & Consumer Services
				5	0	2	X	X		Business
				6	0	2	X	X		Industrial
				7	0	2	X	X		Public Service
*	1	1	2	X	0	3	X	X	*	Supplemental Vocational
	1	1	2	1	0	3	X	X		Agriculture
				2	0	3	X	X		Marketing
				3	0	3	X	X		Health Occupations
				4	0	3	X	X		Family & Consumer Services
				5	0	3	X	X		Business
				6	0	3	X	X		Industrial
				7	0	3	X	X		Public Service
	1	1	2	9	0	2	X	X		Apprenticeship
*	1	1	3	1	0	X	X	X	*	Developmental Instruction
	1	1	3	1	0	1	X	X		Developmental Education (College Preparatory)
				1	0	2	X	X		Applied Academics for Adult Education (AAAE)
				1	0	3	X	X		EAP Developmental Education
				1	0	4	X	X		EAP Vocational Preparatory
*	1	1	3	2	0	X	X	X	*	Adult Education
	1	1	3	2	0	1	X	X		Adult Basic Education
						2	X	X		Adult Secondary Education
						3	X	X		GED Preparatory
						4	X	X		EAP Literacy (ESOL)
*	1	1	3	3	0	X	X	X	*	Lifelong Learning Instruction
	1	1	3	3	0	1	X	X		Lifelong Learning
*	1	1	4	1	X	X	X	X	*	(Formerly C.I.S.)
*	1	1	4	2	0	X	X	X	*	Recreational and Leisure Time Instruction
	1	1	4	2	0	X	X	X		Recreation and Leisure (Avocational)
	1	1	5	X	X	X	X	X		Economic Development Training Centers

						1	X	X		Educator Preparation Institute (EPI)
	1	1	9	X	X	X	X	X		Other Personal Objectives
*	1	2	X	X	X	X	X	X	*	<u>ORGANIZED RESEARCH</u>
	<u>1</u>	<u>2</u>	<u>0</u>	X	X	X	X	X		Organized Research Separately budgeted research projects should be assigned organizational unit numbers in this group.
*	1	3	X	X	X	X	X	X	*	<u>PUBLIC SERVICE</u>
	<u>1</u>	<u>3</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	X	X		Public Service (Community Services)
					1	0	X	X		Speakers Bureau
					2	0	X	X		Community Cultural Enrichment Programs
					3	0	X	X		Community Use of College Facilities
					4	0	X	X		CLEP Regional Administration Program
	<u>1</u>	<u>3</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	X	X		Public Broadcasting
					1	0	X	X		Television
					2	0	X	X		Radio
*	1	4	X	X	X	X	X	X	*	<u>ACADEMIC SUPPORT</u>
	<u>1</u>	<u>4</u>	<u>1</u>	<u>0</u>	X	X	X	X		Learning Resources
					1	0	X	X		Library
					2	0	X	X		Audio-Visual
					3	0	X	X		Museums and Galleries
					4	0	X	X		Auditorium
					6	0	X	X		Student Tutoring and Student Activities
	<u>1</u>	<u>4</u>	<u>2</u>	<u>0</u>	X	X	X	X		Educational Media Services
	<u>1</u>	<u>4</u>	<u>3</u>	<u>0</u>	X	X	X	X		Open Laboratories (Interdisciplinary)
	<u>1</u>	<u>4</u>	<u>4</u>	X	X	X	X	X		Instructional Computing Services
					0	1	X	X	X	Computing
					0	2	X	X	X	Networking
	<u>1</u>	<u>4</u>	<u>5</u>	<u>0</u>	X	X	X	X		Ancillary Operations
	<u>1</u>	<u>4</u>	<u>6</u>	<u>0</u>	X	X	X	X		Academic Administration
					1	0	X	X		Senior Academic Officer
					2	0	X	X		Evening Classes Administration
					3	0	X	X		Assistant Academic Officer(s)
					4	0	X	X		Continuing Education Administration
					5	0	X	X		Adult Education Administration
	1	4	7	0	X	X	X	X		Course and Curriculum Development
					1	0	X	X		Staff and Program Development - Program Development
	1	4	8	0	X	X	X	X		Professional Personal Development
					1	x	x	x		Staff and Program Development - Staff Development
					6	X	X	X		Leadership Institute / Development

* 1 5 X X X X X X *	<u>STUDENT SUPPORT</u>
<u>1</u> <u>5</u> <u>1</u> <u>0</u> X X X X	Social and Cultural Development
1 0 X X	Student Activities
2 0 X X	Cultural Events
3 0 X X	Student Organizations
4 0 X X	Recreational Activities
5 0 X X	Intramural Sports
6 0 X X	Club Sports (Extramurals)
<u>1</u> <u>5</u> <u>2</u> <u>1</u> X X X X	Organized Athletics
0 0 X X	Athletic Director
1 0 X X	Men's Baseball
1 5 X X	Women's Softball
2 0 X X	Men's Basketball
2 5 X X	Women's Basketball
3 0 X X	Men's Golf
3 5 X X	Women's Golf
4 0 X X	Men's Swimming/Diving
4 5 X X	Women's Swimming/Diving
5 0 X X	Men's Tennis
5 5 X X	Women's Tennis
6 0 X X	Men's Track/Cross Country
6 5 X X	Women's Track/Cross Country
7 0 X X	Men's Volleyball
7 5 X X	Women's Volleyball
8 0 X X	Men's Soccer
8 5 X X	Women's Soccer
9 0 X X	Cheerleading (Coed)
<u>1</u> <u>5</u> <u>3</u> <u>0</u> X X X X	Counseling and Advisement
1 0 X X	Counseling
2 0 X X	Testing
3 0 X X	Orientation
4 0 X X	Recruitment
<u>1</u> <u>5</u> <u>4</u> <u>1</u> <u>0</u> X X X	Placement Services
<u>1</u> <u>5</u> <u>5</u> <u>0</u> X X X X	Financial Aid Administration
1 0 X X	Financial Aid Office
<u>1</u> <u>5</u> <u>6</u> <u>0</u> <u>X</u> X X X	Student Records and Admissions
<u>1</u> 0 X X	Admissions
<u>2</u> 0 X X	Registration
<u>3</u> 0 X X	Records
4 0 X X	Transcripts
5 0 X X	Transfer Evaluation
6 0 X X	Degree Certification
7 0 X X	Statistics
<u>1</u> <u>5</u> <u>7</u> <u>0</u> X X X X	Health Services
1 0 X X	Clinic
<u>1</u> <u>5</u> <u>8</u> X X X X	Services for Special Students
<u>1</u> <u>0</u> <u>0</u> X X	Services for Students with Disabilities
<u>2</u> <u>0</u> <u>0</u> X X	Other Special Services

1	<u>5</u>	<u>2</u>	0	X	X	X	X		Student Services Administration
* 1	6	X	X	X	X	X	X	X	<u>INSTITUTIONAL SUPPORT</u>
* 1	6	1	X	X	X	X	X	X	<u>EXECUTIVE MANAGEMENT</u>
<u>1</u>	<u>6</u>	<u>1</u>	<u>1</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	Executive Management
				<u>1</u>	X	X	X		District Board of Trustees
				<u>2</u>	X	X	X		President
				<u>3</u>	X	X	X		Assistant to the President
				<u>4</u>	X	X	X		Executive Vice President/Vice President(s)
				<u>5</u>	X	X	X		Chief Campus Administrators in Multi-Campus Colleges
				<u>6</u>	X	X	X		Equal Access, Equal Opportunity, Equal Employment Officer
				<u>7</u>	X	X	X		Internal Auditing
<u>1</u>	<u>6</u>	<u>1</u>	<u>2</u>	X	X	X	X		Educational Planning and Development
				1	X	X	X		Institutional Research
				2	X	X	X		Analytical Studies
<u>1</u>	<u>6</u>	<u>1</u>	<u>3</u>	X	X	X	X		Legal Services
<u>1</u>	<u>6</u>	<u>1</u>	<u>4</u>	X	X	X	X		College-Wide Planning and Management Committees, Council or Task Forces
				1	X	X	X		Faculty Senates
				2	X	X	X		Planning Committees
				3	X	X	X		Administrative Councils
<u>1</u>	<u>6</u>	<u>2</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	Fiscal Operations
<u>1</u>	<u>6</u>	<u>2</u>	<u>1</u>	X	X	X	X		Fiscal Control
				1	X	X	X		Business Officer (Financial Duties)
				2	X	X	X		Comptroller
				3	X	X	X		Budget Administration and Control
<u>1</u>	<u>6</u>	<u>2</u>	<u>2</u>	X	X	X	X		Financial Operations
				1	X	X	X		Payroll Operation
				2	X	X	X		Bursar
				3	X	X	X		Cashier
				4	X	X	X		Disbursement
				5	X	X	X		Accounting
<u>1</u>	<u>6</u>	<u>2</u>	<u>3</u>	X	X	X	X		Investment Management
				1	X	X	X		Cash Flow Management
				2	X	X	X		Endowment Management
<u>1</u>	<u>6</u>	<u>2</u>	<u>4</u>	X	X	X	X		Grants and Contracts Financial Management
				1	X	X	X		Grants Management
				2	X	X	X		Grants Accounting
* 1	6	3	X	X	X	X	X	X	<u>GENERAL ADMINISTRATIVE & LOGISTICAL SERVICES</u>
<u>1</u>	<u>6</u>	<u>3</u>	<u>1</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	Data/Telecommunication Services
				0	1	X	X		Computing
				0	2	X	X		Telecommunications
				0	3	X	X		Networking
<u>1</u>	<u>6</u>	<u>3</u>	<u>2</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	Human Resources

1	<u>6</u>	<u>3</u>	<u>3</u>	X	X	X	X				Logistical Services
				0	1	X	X				Purchasing
				0	2	X	X				Receiving
				0	3	X	X				Shipping
				0	4	X	X				Warehousing
				0	5	X	X				Property Management
				0	6	X	X				Mail and Distribution
				0	7	X	X				Telephone Service/Operations
				0	8	X	X				General Printing and Reproduction
				0	9	X	X				Campus Transportation (including motor pool)
				1	0	X	X				Parking and Parking Space Management
<u>1</u>	<u>6</u>	<u>3</u>	<u>4</u>	X	X	X	X				Other General Expenses
				1	X	X	X				Business Hospitality
				2	X	X	X				Organizational Memberships
				3	X	X	X				General Insurance (other than property)
				4	X	X	X				Commencement (Graduation)
<u>1</u>	<u>6</u>	<u>6</u>	X	X	X	X	X	X			Administrative and Support Staff Services
			1	X	X	X	X	X			In-Service Training
			2	X	X	X	X	X			Sabbatical Leaves (Administrative and Support Staff only)
			3	X	X	X	X	X			Training Institutes, etc.
<u>1</u>	<u>6</u>	<u>7</u>	X	X	X	X	X	X			Community Relations
			1	X	X	X	X	X			Alumni Relations
			2	X	X	X	X	X			Community and/or Public Relation Activities
			3	X	X	X	X	X			Development (Fund Raising)
*	1	7	X	X	X	X	X	X	X	*	<u>PHYSICAL PLANT OPERATIONS AND MAINTENANCE</u>
<u>1</u>	<u>7</u>	<u>0</u>	<u>1</u>	X	X	X	X	X			Physical Plant Operation and Maintenance
			<u>1</u>	X	X	X	X	X			Building Maintenance
			<u>2</u>	X	X	X	X	X			Grounds Maintenance and Operation
			<u>3</u>	X	X	X	X	X			Custodial and Janitorial Services
			<u>4</u>	X	X	X	X	X			Utilities
			<u>5</u>	X	X	X	X	X			Plant Operational expense (includes insurance on buildings and equipment)
			<u>6</u>	X	X	X	X	X			Repairs of Furniture and Equipment
			<u>7</u>	X	X	X	X	X			Minor Repairs, Alterations or Renovations of existing buildings financed from Current Funds
			<u>8</u>	X	X	X	X	X			Rental of College Facilities (College is lessee)
1	7	1	X	X	X	X	X	X			Facilities Planning
1	7	2	X	X	X	X	X	X			Police and Campus Security Services
*	1	8	X	X	X	X	X	X	X		<u>STUDENT FINANCIAL ASSISTANCE</u>
<u>1</u>	<u>8</u>	<u>1</u>	X	X	X	X	X	X			Student Aid
			1	X	X	X	X	X			Loans
			2	X	X	X	X	X			Scholarships and Grants
			3	X	X	X	X	X			Legislated Student Fee Waivers
			4	X	X	X	X	X			Board of Trustee Waivers (non-fundable FTE)

* 1 9 X X X X X X *	<u>CONTINGENCY, TRANSFERS, etc.</u>
<u>1 2 0</u> X X X X X	Contingency, Transfers, etc.
1 X X X X	Budgeted Contingency
2 X X X X	Transfers
3 X X X X	Extraordinary changes to Fund Balance

D. Chart of Accounts - Restricted Current Funds

These account numbers parallel Unrestricted Current Funds except the first digit or fund number is a "2".

Section 7

General Ledger Class:

Explanation

GENERAL LEDGER

A. General Ledger Class (_ _ _ _ _) (X _ _ _ _)

The General Ledger (G/L) classification code is used to indicate the type of transaction or account. The G/L classes are:

<u>1 X X X X</u>	Assets	(Section 8)
<u>2 X X X X</u>	Liabilities	(Section 9)
<u>3 X X X X</u>	Appropriations, Reserves and Fund Balances	(Section 10)
<u>4 X X X X</u>	Revenue	(Section 11)
<u>5 X X X X</u>	Expenditures for Personnel Costs	(Section 12)
<u>6 X X X X</u>	Expenditures for Current Expense	(Section 12)
<u>7 X X X X</u>	Expenditures for Capital Outlay	(Section 12)

The G/L classification code is designed as a separate code to describe transactions and accounts regardless of the Fund in which they are used.

B. Object Code (_ _ _ _ _) (_ X X _ _)

The Object Code further identifies the transaction to a general type within the classification.

C. Specific Code (_ _ _ _ _) (_ _ X X)

The Specific Code identifies the transaction to the lowest level of detail required or suggested for any account.

It is the intent of this *Accounting Manual* to standardize the accounting data being recorded at each college while allowing each college the ability to reflect its own particular requirements and capabilities in its accounting system.

Sections 8 through 12 present the lists and general definitions of the general ledger codes (GLCs). The GLCs are designated with respect to required use and suggested use. Object codes will roll up for reporting purposes. Roll-ups designated in Section 8 through 10, and 12 roll up to the first three numbers, Section 11 (Revenues) to the first four numbers. Required use is dictated by reporting requirements as set forth in the CCMIS Manual and/or by direction from the Division of Florida Colleges. The intent in designating required codes is to produce comparable financial data reporting among all colleges to meet State requirements or need for specific data. If a college has a specific transaction that falls under a required general ledger code as set forth in this *Manual*, then the required codes must be adhered to. If the college elects a more general classifying of transactions, a less specific required code may be used. If the college elects a more detailed method of classifying transactions, a recommended or assigned code may be used, but college must be able to link these codes to a required code to ensure transactions are captured in financial reporting.

GLCs are designated as follows.

- Required GLCs are underlined.
- Recommended GLCs (suggest guidelines) are in *italics*
- Unassigned GLCs, which may be used by a college for specific institutional needs, are noted in the GLC description title.
- Reserved GLCs, which requires future assignment by the State Accounting Committee, and approval of the College of Business Affairs/Council of Presidents/State Board of Education, are noted in the description title.

The method of requesting the assignment of GLCs is presented in Section 13 of this *Manual*. Although every attempt will be made to keep unassigned GLCs designated for the needs of individual colleges, the Division of Colleges reserves the right to assign permanent use of unassigned codes. The general definitions found in Sections 8 through 12 are derived from current practices and standards among the Florida Colleges and industry. Logical interpretation of these definitions is encouraged.

Section 8

Assets & Deferred Outflows

General Ledger Codes and Descriptions

Chart of Accounts: Assets & Deferred Outflows (1 X X X X)

Refer to Section 7 for instructions on required, suggested, unassigned and reserved general ledger codes.

General Ledger Code		General Ledger Code Description
From	To	
10000	10099	Reserved
10100		Cash in Depository(ies)
10101	10199	Unassigned
<u>10200</u>		<u>Investments - Cash Equivalent</u>
10201	10209	Unassigned
10210		<i>Investments - Cash Equivalent (SBA PRIME)</i>
10211	10219	Unassigned
10220		<i>Investments - Cash Equivalent (SPIA)</i>
10221	11899	Unassigned
11900	11999	Reserved
<u>12000</u>		<u>Returned Checks</u>
12001	12099	Unassigned
<u>12100</u>		<u>Cash on Hand</u>
12101	12199	Unassigned
12200		Petty Cash
12201	12299	Unassigned
<u>12300</u>		<u>Change Fund</u>
12301	12399	Unassigned
<u>12400</u>		<u>Cash for Replacement of Fixed Assets</u>
12401	12499	Unassigned
12500	12799	Reserved
12800		Postage Stamps
12801	12899	Unassigned
12900	12999	Reserved
13000		Accounts Receivable (Non-Governmental)
13001	13099	Unassigned
13100		<u>Accounts Receivable - Student (Non-Governmental)</u>
13101	13199	Unassigned
<u>13200</u>		<u>Accounts Receivable - Other (Non-Governmental)</u>
13201	13299	Unassigned
13300		<i>Accounts Receivable, Allowance for Doubtful Accounts</i>
13301	13399	Unassigned
13400	13799	Reserved
<u>13800</u>		<u>Accrued Interest Receivable</u>
13801	13899	Unassigned
13900	13999	Reserved
<u>14000</u>		<u>Notes Receivable</u>
14001	14009	Unassigned
14010		<i>Notes Receivable - Current</i>
14011	14019	Unassigned
14020		<i>Notes Receivable - Non-Current</i>
14021	14099	Unassigned
14100		Loan Principal Collected
14101		Loan Principal Canceled (LPCD) - 10% prior to July, 1972
14102		LPCD - 15% prior to July, 1972
14103		LPCD - 12.5% prior to July, 1972

General Ledger Code		General Ledger Code Description
From	To	
14104		LPCD - 15% July, 1972 and after - current
14105		LPCD - 20% July, 1972 and after - current
14106		LPCD - 30% July, 1972 and after - current
14107		LPCD - 12.5% July, 1972 and after - current
14108		LPCD - Death
14109		LPCD - Disability
14110		LPCD - Bankruptcy
14111		LPCD - Adjustment - Other
14112		LPCD - Write-offs/Referrals/Assignments
14113	14199	Unassigned
<u>14200</u>	14299	<u>Leases Receivable</u>
<u>14300</u>		<i>Notes/Loans Receivable, Allowance for Doubtful Accounts</i>
14301	14399	Unassigned
14400	14499	Reserved
<u>14500</u>		<u>Prepaid Expenses - Current</u>
14501	14509	Unassigned
<u>14510</u>		<i>Prepaid Expenses - Non-Current</i>
14519	14599	Unassigned
14600		Other Assets
14601	14699	Unassigned
14700	14999	Reserved
<u>15000</u>		<u>Deposits Receivable - Current</u>
15001	15099	Unassigned
<u>15100</u>		<i>Deposits Receivable - Non-Current</i>
15101	15199	Unassigned
15200		Accumulated Deposits Refunded Energy Consortium
15201	15299	Unassigned
<u>15300</u>		<u>Deposits Receivable - Bond Trustee</u>
15301	15399	Unassigned
15400	16099	Reserved
<u>16100</u>		<u>Investments - Current</u>
16101	16109	Unassigned
<u>16110</u>		<i>Investments - Current Restricted</i>
16111	16199	Unassigned
<u>16200</u>		<u>Investments - Non-Current</u>
16201	16209	Unassigned
<u>16210</u>		<i>Investments - Non-Current Restricted (SBA Debt Service)</i>
16211	16299	Unassigned
16300	16999	Reserved
<u>17000</u>		<u>Merchandise Inventory</u>
17001	17099	Unassigned
17100	17199	Reserved
<u>17200</u>		<u>A/R Governmental Agencies</u>
17201	17299	Unassigned
<u>17300</u>		<u>A/R Component Units - Primary (State)</u>
17301	17399	Unassigned
<u>17400</u>		<u>A/ R Component Units - DSO</u>
17401	17499	Unassigned
17500	18099	Reserved
18100		Due from Current Funds - Unrestricted
18101	18199	Unassigned
18200		Due from Current Funds - Restricted

General Ledger Code		General Ledger Code Description
From	To	
18201	18299	Unassigned
18300		Due from Auxiliary Funds
18301	18399	Unassigned
18400		Due from Loan, Endowment, Annuity and Life Income Funds
18401	18499	Unassigned
18500		Due from Scholarship Funds
18501	18599	Unassigned
18600		Due from Agency Funds
18601	18699	Unassigned
18700		Due from Unexpended Plant and Renewals/Replacement Funds
18701	18799	Unassigned
18800		Due from Retirement of Indebtedness Funds
18801	18899	Unassigned
18900	18999	Reserved
19000		<u>Leased Assets (formerly Capital Leases)</u>
19001		<i>Leased Assets - Facility</i>
19002		<i>Leased Assets - Equipment</i>
19003		<i>Leased Assets - Vehicles</i>
19004		<i>Leased Assets - Copy Machines</i>
19005		<i>Leased Assets - Other</i>
19006	19008	Unassigned
19009		Leased Assets, Accumulated Amortization
19010		<i>Leasehold Improvements</i>
19011	19018	Unassigned
19019		<i>Leasehold Improvements, Accumulated Depreciation</i>
19020	19099	Unassigned
19100		<u>Land</u>
19101	19199	Unassigned
19200		<u>Buildings</u>
19201	19208	Unassigned
19209		<i>Accumulated Depreciation for Building asset class</i>
19210	19299	Unassigned
19300		<u>Other Structures and Land Improvements</u>
19301		<i>Other Structures</i>
19302		<i>Land Improvements</i>
19303		<i>Infrastructure</i>
19304	19308	Unassigned
19309		<i>Other Structures & Land Improvements, Accumulated Depreciation</i>
19310	19399	Unassigned
19400		<u>Furniture, Machinery and Equipment</u>
19401	19409	Unassigned
19410		<u>3 year capital asset class</u>
19411	19418	Unassigned
19419		<i>Accumulated depreciation for 3 year capital asset class</i>
19420		<u>5 year capital asset class</u>
19421	19428	Unassigned
19429		<i>Accumulated depreciation for 5 year capital asset class</i>
19430		<u>7 year capital asset class</u>
19431	19438	Unassigned
19439		<i>Accumulated depreciation for 7 year capital asset class</i>
19440		<u>10 year capital asset class</u>

General Ledger Code		General Ledger Code Description
From	To	
19441	19448	Unassigned
19449		Accumulated depreciation for 10 year capital asset class
19450		Greater than 10 year capital asset class
19451	19458	Unassigned
19459		Accumulated depreciation for greater than 10 year capital asset class
19460	19498	Unassigned
19499		Fixed Assets Deletions
19500		Other Assets-Data Software (amortizable)
19501		SBITA Subscription Liability – Initial measurement
19502		SBITA Implementation Costs – Payments at commencement of subscription term
19503	19509	Unassigned
19510		<i>3 year capital asset class (see description above for all asset classes)</i>
19511	19518	Unassigned
19519		<i>Accumulated depreciation for 3 year capital asset class</i>
19520		<i>5 year capital asset class</i>
19521	19528	Unassigned
19529		<i>Accumulated depreciation for 5 year capital asset class</i>
19530		<i>7 year capital asset class</i>
19531	19538	Unassigned
19539		<i>Accumulated depreciation for 7 year capital asset class</i>
19540		<i>10 year capital asset class</i>
19541	19548	Unassigned
19549		<i>Accumulated depreciation for 10 year capital asset class</i>
19550		<i>Greater than 10 year capital asset class</i>
19551	19558	Unassigned
19559		<i>Accumulated depreciation for greater than 10 year capital asset class</i>
19560	19599	Unassigned
19600		Other Assets - non-depreciable
19601	19619	Unassigned
19620		<i>Data Software-Perpetual License/owned Software (not amortizable)</i>
19630		Artwork/Artifact
19631		Non-Depreciable Assets – Other Licenses
19632		Non-Depreciable Assets – Data Licenses – Perpetual
19633	19639	Intangible Assets
19640	19699	Unassigned
19700	19799	Reserved
19800		Construction in Progress
19801		<i>Data Software in Progress</i>
19802		SBITA in Progress – Costs accumulation for capitalization in the implementation state of SBITA
19803	19899	Unassigned
19900		Deferred Outflows of Resources
19901		Deferred outflow - Service Concession Arrangement
19902		Deferred outflow - Accumulated Decrease in Fair Value of Securities (Hedge Accounting)
19903		Deferred outflow - Grant advance (only eligibility requirement not met is time)
19904		Deferred outflow - Loss deferral for difference between old and new debt

General Ledger Code		General Ledger Code Description
From	To	
19905		Deferred outflow - Loss on sales-leaseback
19906		Deferred outflow - Regulatory account outflows applicable to future periods
19907		Unassigned
19908		Deferred outflows of resources - Pension FRS
19909		Deferred outflows of resources- Pension Retiree Health Insurance Subsidy (HIS) Program
19910		Deferred outflows of resources- OPEB
19911	19919	Unassigned
19920	19999	Reserved

ASSET DEFINITION

Assets are resources with present service capacity that the government presently controls. An asset may be tangible and have physical form, such as buildings and equipment, or may be intangible, such as the right to use intellectual property. It remains an asset only so long as it is still capable of providing services. For example, a piece of equipment is considered an asset if the present service capacity embodied in the equipment either (a) can be used to provide services or (b) has economic benefit. Control of the present service capacity embodied in an asset generally arises from contractual rights or legal ownership.

The following general ledger code (GLC) descriptions are provided as a basic explanation and are not intended to be all inclusive.

10100 - 10199 Cash in Depository (ies)

Money on deposit in demand accounts. Each separate account will be assigned a general ledger using numbers 10100 through 10199. Special bank accounts, such as a payroll account or a revenue clearing account, would be assigned a number in this group of accounts and would be used by all funds jointly. Negative cash balances should be reported as a liability, Temporary Overdraft.

10200 - 11899 Investments - Cash Equivalents

These accounts are used to record monies that are considered cash equivalents (convertible into cash within 90 days of the balance sheet date. The recommended codes to recorded monies on account with the State Board of Administration (SBA PRIME) and the Special Purpose Investment Account (SPIA) are listed above in italics, and should be considered as current, since they are available to the college on demand.

12000 - 12099 Returned Checks

These accounts are to record checks or credit card charges returned because of insufficient funds or other valid reasons. The checks are to be re-deposited or converted to an asset within a short period of time. They are expected to be fully collectible.

12100- 12199 Cash on Hand

These accounts will be used by all funds to record the collection of money. They would be debited for the amount of money collected. When the money is deposited in a bank, these accounts would be of money credited and the particular depository accounts would be debited. If the monies are deposited daily in a "clearing" demand account, Cash in Depository (ies) could be debited directly for the receipt of the money rather than debiting account 121XX.

12200 - 12299 Petty Cash

This is a fixed amount of money set aside to make immediate cash disbursements for small purchases or services. The total of the fund must always be accounted for by cash on hand plus receipts for amounts expended. The fund is replenished periodically by an amount equal to the total of the petty cash slips with attached paid receipts. Each time the fund is replenished, charges are made to the appropriate organizational units' expenditure accounts for the receipts received.

12300 - 12399 Change Fund

Change Funds are provided for the purpose of making change by organizational units which sell merchandise or services. They may be permanent funds or they may be temporary for a special activity. They should not be used for payments of any kind and should always be accounted for at the conclusion of the activity or on a regular basis.

12400 - 12499 Cash for Replacement of Fixed Assets

When depreciation is charged on fixed assets, cash may be set aside and invested to provide for the replacement of assets when needed. This account is charged and Cash in Depository (ies) is credited for the amount set aside annually.

12800 - 12899 Postage Stamps

These accounts are to record the postage stamps on hand until sold or used.

13000 - 13399 Accounts Receivable (Non-Governmental)

These accounts are used to record accounts receivable from students and other sources. These accounts should be debited and revenue accounts should be credited at the time it is determined that an amount of money is due the college, regardless of when the money will actually be received. GLC 13300 is recommended to record the allowance for doubtful accounts related to these types of receivables.

13800 - 13899 Accrued Interest Receivable

These accounts are used to record accrued interest receivable from all investment sources.

14000 - 14099 Notes Receivable

This account will be used only in the Loan Fund (Fund 4) and is used to account for loans receivable from students. Notes are a formal receivable with a written promise to pay. This account is debited when a loan is made and credited when a payment is received. GLC 14300 is recommended to record the allowance for doubtful accounts (contra-code). Current portion is amount due within one year.

14100 Loan Principal Collected

This account is used to record cumulative collections on student loans.

14101 - 14199 Loan Principal Cancelled (formerly Individual codes for Cancelled of Loan)

These accounts are used to record cancellation of loan principal on debt. Refer to chart above for specific GLC related to cancellation percentage.

14200 – 14299 Leases Receivable

These accounts are used when the College (lessor) has entered into a contract in which a third-party has the right to use the College's nonfinancial asset (land, facility, equipment, etc.) for a period of time in return for cash or some other type of consideration. The College should also recognize a deferred inflow at the start of the lease term.

14500 - 14599 Prepaid Expenses

These accounts are used to record all prepayments for which the underlying asset will not be used until sometime after the reporting period. Prepayments that extend beyond one year should be recorded as non-current under GLC 14510 for financial reporting purposes. Periodic adjustments (expense) should be recognized so that the balances of these accounts only reflect the prepaid amount for future periods.

14600 - 14699 Other Assets - Non-Capitalized

These accounts are used to record other non-capitalized assets not otherwise classified.

15000 - 15099 Deposits Receivable - Current

These accounts should be used if college is required to pay a deposit which will later be refunded within one year (or less) from the reporting period. They should be credited when the deposit is refunded.

15100 - 15199 Deposits Receivable – Non-Current

These accounts should be used if college is required to pay a deposit which will not be returned for more than one year from the reporting period. They should be credited when the deposit is refunded.

This GLC series should also be used to record college funds deposited (matched) with the Energy Consortium fiscal agent. They are cumulative and redistribution of deposited funds shall be recorded as a contra-asset in GLC 152XX. When participation in the consortium is terminated, these accounts can be closed. Refer to Section 14 Accounting Treatments for additional information on Energy Consortium.

15200 - 15299 Accumulated Deposits Refunded

These contra-accounts are only used to record redistributed (refunded) energy consortium deposits (matching funds). They will offset a portion, or all of GLC 151XX as matched/deposited funds redistributed for energy project. When participation in the consortium is terminated, these accounts can be closed. Refer to Section 14 Accounting Treatments for additional information on Energy Consortium.

All other refunded deposits should be credited against the original deposit GLC.

15300 - 15399 Deposits Receivable - Bond Trustee

These accounts are used to record college funds on deposit with a Bond Trustee which will be returned at a later date. They should be credited when the deposit is refunded.

16100 - 16199 Investments – Current

These accounts are used to record stocks, bonds, notes, mortgages and other securities which will mature within one year from the balance sheet date.

16200 - 16299 Investments - Non-Current

These accounts are used to record stocks, bonds, notes, mortgages, and other securities which will mature in one year or greater from the balance sheet date. GLC 16210 is recommended to record investments held in the SBA for Debt Service (Fund 8).

17000 - 17099 Merchandise Inventory

These accounts are used to record all inventories of merchandise, materials and supplies which are delivered to centralized or controlled locations to be resold to individuals or organizations or distributed on requisitions to organizational units of the college. The purchase of goods is charged to GLC 675XX, Purchases for Resale. When physical inventories are taken (at least annually) the merchandise inventory accounts will be adjusted, with the offsetting entry being made to GLC 675XX.

17200 - 17299 A/R Governmental Agencies

These accounts are used to reflect amounts due from other governmental agencies (federal, county, or city).

17300 - 17399 A/R Component Units - Primary (State)

These accounts are used to reflect amounts due from the State of Florida or any State Department that is reported directly in the State of Florida Comprehensive Annual Financial Report (CAFR).

17400 - 17499 A/R Component Units - Direct Support Organization

These accounts are used to reflect amounts due from the College's component units.

18100 - 18899 Due from Other Funds

These accounts are used to reflect amounts due from one fund to another. The receivable may arise from actual transfers of money from one fund to another, one fund paying an obligation of another fund, or rendering a service to another fund. The second digit in this range of GLCs indicates the fund from which payment is due. For example, if the Current Fund Unrestricted (Fund 1) recorded an amount due from 18300, this would indicate that the Auxiliary Fund (Fund 3) owed money to Fund 1. Similarly, Fund 3 would record a payable to Fund 1 in GLC 28100 for the same amount. As a result, these accounts will net to zero for financial statement presentation purposes.

19000 - 19099 Leased Assets (Formerly Capital Leases)

These accounts are used in the Invested in Plant Fund to maintain the value of facilities (buildings), equipment, vehicles and other assets acquired through leasing contracts. Upon final payment, these accounts would be credited and if ownership to the asset is obtained, the proper asset accounts debited. Assets under capital lease are depreciated but are shown in the invested in capital assets net of related debt. It is recommended that Capital Leases and Leasehold Improvements, and related depreciation for these assets be divided into separate

GLCs to facilitate reporting to the Division required for the completion of the Department of Financial Services (DFS) adjustments and forms.

19100 - 19199 Land

These accounts are used in the Invested in Plant Fund to maintain the acquisition value of land. (Costs of clearing land and other site development costs would be recorded in GLCs 19300 - 19399, Other Structures and Improvements).

19200 - 19299 Buildings

These accounts are used in the Invested in Plant Fund to record the acquisition value of completed buildings. Accumulated Depreciation will be recorded here for this type of capital asset.

19300 - 19399 Other Structures and Land Improvements

These accounts are used to record the accumulative value of completed fixed assets other than land, buildings, and furniture, machinery and equipment. Items included here will be sidewalks, parking lots, site development, fences, flag poles, underground utility lines, lighting systems, etc. Depreciation will be recorded here for this type of capital asset. Refer to Section 14 Accounting Treatments for additional information on Other Structures and Land Improvements.

19400 - 19498 Furniture, Machinery and Equipment

These accounts are used to record the accumulative value of furniture, machinery and equipment for items with a cost of \$5,000 or more. This cost will include all ancillary charges such as shipping and installation. Item inventory control will be maintained. These are the control accounts for "accountable" equipment, along with the associated accumulated depreciation by asset class. This account will include depreciation for capital asset years of 3, 5, 7, and 10 for this type of capital asset class. Refer to Section 14 Accounting Treatments for additional information on Purchase of Capital Assets and Accumulated Depreciation.

Note: The floor to inventory equipment is established by the local Board of Trustees in accordance with Florida Statutes. However, the floor to capitalize this category set at \$5000 to match the Federal threshold for capitalized equipment. Items with a cost of less than \$5000 should be expensed in the year purchased using the 706xx category.

19499 Fixed Asset Deletions

Temporary account used to record deletions of fixed assets prior to the sale of fixed assets and recording of gain/loss.

19500 - 19599 Other Assets

These accounts are used to record other assets, not otherwise identified, and may include capitalized software and systems. This account will include depreciation for capital asset years of 3, 5, 7, and 10.

19501 – *SBITA Subscription Liability – Initial measurement.*

19502 – *SBITA Implementation Costs – Payment at commencement of subscription term.*

19600 - 19699 Other Assets - Non-Depreciable

These accounts are used to record other assets, which will not be depreciated.

19631 – *Non Depreciable Assets – other licenses*

19632 – *Non Depreciable Assets – data licenses – perpetual*

19800- 19899 Construction in Progress

These accounts are used in Invested in Plant Fund to record costs of construction projects which are in progress but which are incomplete at the end of a fiscal year. Included are capitalized expenditures for Buildings and Other Structures and Improvements.

19802 – *SBITA in Progress – Costs Accumulated for capitalization in the implementation stage of SBITA.*

Deferred Outflows of Resources Definition

Deferred Outflows of Resources are a consumption of net assets by the government that are applicable to a future reporting period. This generic account will not normally be used as Governmental Accounting Standards call for the recognition of deferred outflows only when specified by a GASB pronouncement. Each Deferred Outflow that has been specified for use follows specifically with a reference to the GASB pronouncement(s) that generated it.

19901 Deferred Outflow – Service Concession Arrangement (GASB 60)

The deferred outflow associated with a Service Concession Arrangement (SCA) represents the difference between the up-front payment or present value of installment payments and any contractual obligations that are liabilities. A SCA requires the contracts underlying the arrangement to meet all the following criteria:

- Transferor (College) conveys to an operator the right and related obligation to provide services to the public through the use and operation of a capital asset (“facility”) in exchange for significant consideration,
- Operator collects and is compensated by fees from third parties,
- Transferor (College) is entitled to significant residual interest in the service utility of the facility at the end of the arrangement,
- Transferor (College) determines or has the ability to modify or approve
 - What services the operator is required to provide
 - To whom the services will be provided
 - The prices or rates that will be charged.

19902 Deferred Outflow – Accumulated Decrease in Fair Value of Securities (Hedge Accounting- GASB 64) –

The deferred outflow associated with the application of hedge accounting represents the declining value of the security held as a hedge. The deferred outflow associated with a hedged investment generally equals the deferred inflow.

19903 Deferred Outflow – Grant Advance (GASB 65)

Once all eligibility requirements have been met on a grant other than time requirements, the grantor no longer maintains control of the present service capacity of the advance payment and the Grantee no longer has an obligation to sacrifice its own resources. If the eligibility requirements, other than time requirements, have been met, it is not likely that the Grantor can reacquire its resources from its grantees. Since the grant advance relates to a future period, the advance should be classified as a deferred outflow rather than as a current expense of the grantor.

19904 Deferred Outflow – Loss Deferral for Difference between Old and New Debt (GASB 65)

Based upon guidance in GASB statement 23 and applying the definitions in GASB Concepts Statement 4, the difference resulting from a current or advance refunding relates to future periods and therefore, meets the definition of a deferred outflow/inflow of resources as applicable. The difference between the reacquisition price and the net carrying amount of the old debt should be reported as a deferred outflow of resources or a

deferred inflow of resources and recognized as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the life of the new debt, whichever is shorter.

19905 Deferred Outflow – Loss on Sales-Leaseback (GASB 62, 65)

Paragraph 241 of GASB Statement 62 describes sale-leaseback transactions. The loss on the sale of property that is accompanied by a leaseback of all or any part of the property for all or part of its remaining economic life should be recorded as a deferred outflow of resources, and recognized in a systematic and rational manner over the lease term in proportion to the recognition of the leased asset, if a capital lease, or in proportion to the related gross rental charged to expense/expenditure over the lease term, if an operating lease, subject to the exceptions in paragraphs 242a–242c of Statement 62.

19906 Deferred Outflow – Regulatory account outflows applicable to future periods (GASB 65)

Paragraph 476-500 of Statement 62 establishes standards of accounting and reporting for regulated operations. A deferred outflow may be applied to activities reported in business-type activities that have regulated operations that meet all of the following criteria:

- a. The regulated business-type activity's rates for regulated services provided to its customers are established by or are subject to approval by an independent, third party regulator or by its own governing board empowered by statute or contract to establish rates that bind customers.
- b. The regulated rates are designed to recover specific regulated business-type activity costs of providing regulated services.
- c. In view of the demand for regulated services or products and the level of competition, direct and indirect, it is reasonable to assume that rates set at levels that will recover the regulated business-type activity's costs can be charged to and collected from customers. This criterion requires consideration of anticipated changes in levels of demand or competition during the recovery period for any capitalized costs.

19908 – 19909 Deferred Outflows of Resources – Pension Related (GASB 68)

GASB Statement 68 defines these deferred outflows as outflows stemming from changes in proportionate share, change in proportion, contributions during the measurement period, and employer contributions subsequent to the measurement date for pension benefits. See paragraphs 54 through 57 of this statement for further definition.

19910 Deferred Outflows of Resources – Other Postemployment Benefits "OPEB" (GASB 75)

GASB Statement 75 defines these deferred outflows as outflows stemming from changes in proportionate share, change in proportion, contributions during the measurement period, and employer contributions subsequent to the measurement date for OPEB benefits. Typically, these outflows are related to health insurance benefits provided to College retirees.

Section 9

Liabilities and Deferred Inflows

General Ledger Codes and Descriptions

Chart of Accounts: Liabilities & Deferred Inflows (2 X X X X)

Refer to Section 7 for instructions on required, suggested, unassigned and reserved general ledger codes.

General Ledger Code		General Ledger Code Description
From	To	
20000	21099	Reserved
21100		Deposits Held in Custody for Others
21101	21199	Unassigned
21200		Payroll Deductions Payable
21201	21299	Unassigned
21300		Payroll Deductions Payable
21301	21399	Unassigned
21400		Payroll Deductions Payable
21401	21499	Unassigned
21500	21999	Reserved
22000		Student Fee Refunds Payable
22001	22099	Reserved
22100		Federal Income Tax Payable
22101	22199	Unassigned
22200		FICA Tax Payable
22201		FICA/Medicare Tax Payable
22202	22299	Unassigned
22300		Retirement Contributions Payable
22301	22399	Unassigned
22400		Insurance Premiums Payable
22401	22499	Unassigned
22500		Accounts Payable
22501	22599	Unassigned
22600		Salaries and Wages Payable
22601	22699	Unassigned
22700		Compensated Leave Payable
22710		Compensated Leave Payable - Current
22711	22719	Unassigned
22720		Compensated Leave Payable - Non-Current
22721	22739	Unassigned
22730		OPEB Payable - Current
22740		OPEB Payable - Non-Current
22741	22749	Unassigned
22750		FRS Net Pension Liability - Current
22751		HIS Net Pension Liability - Current
22752	22759	Unassigned
22760		FRS Net Pension Liability - Non-Current
22761		HIS Net Pension Liability - Non-Current
22762	22799	Unassigned
22800		Other Payables
22801	22809	Unassigned
22810		Arbitrage Payable - Current
22811	22819	Unassigned
22820		Arbitrage Payable - Non-Current
22821	22899	Reserved
22900		Retainage Payable
22901	22999	Unassigned
23000	23099	Reserved
23100		Sales Tax Payable
23101	23199	Unassigned
23200		Federal Excise Tax Payable
23201	23299	Unassigned
23300		Estimated Claims Payable (IBNR)
23301	23399	Unassigned
23400	23799	Reserved
23800		Scholarships Payable
23801	23899	Unassigned

General Ledger Code		General Ledger Code Description
23900		<i>Financial Aid Fund Payable</i>
23901	23999	Unassigned
24000		<u>Deposits Refundable</u>
24001	24099	Unassigned
24100	25099	Reserved
25100		<u>Deposits Refundable to Energy Consortium Members</u>
25101	25199	Unassigned
25200	26099	Reserved
26100		<u>Bonds Payable</u>
26101	26109	Unassigned
26110		<i>Bonds Payable - Current</i>
26111	26119	Unassigned
26120		<i>Bonds Payable - Non-Current</i>
26121	26199	Unassigned
26200		<u>Loans Payable</u>
26201	26209	Unassigned
26210		<i>Notes & Loans Payable - Current</i>
26211	26219	Unassigned
26220		<i>Notes & Loans Payable - Non-Current</i>
26221	26299	Unassigned
26300		<u>Interest Payable</u>
26301	26309	Unassigned
26310		<i>Interest Payable - Current</i>
26311	26319	Unassigned
26320		<i>Interest Payable - Non-Current</i>
26321	26399	Unassigned
26400		<u>Contracts Installment Purchases Payable</u>
26401	26409	Unassigned
26410		<i>Contracts Installment Purchases Payable - Current</i>
26411	26419	Unassigned
26420		<i>Contracts Installment Purchases Payable - Non-Current</i>
26421	26499	Unassigned
26500		<u>Special Termination Benefit Payable</u>
26501	26509	Unassigned
26510		<i>Special Termination Benefit Payable - Current</i>
26511	26519	Unassigned
26520		<i>Special Termination Benefit Payable - Non-Current</i>
26521	26599	Unassigned
26600		<u>Lease Payable (formerly Capital Lease)</u>
26601	26609	Unassigned
26610		<i>Lease Payable - Current (formerly Capital Lease)</i>
26611	26619	Unassigned
26620		<i>Lease Payable - Non-Current (formerly Capital Lease)</i>
26621	26699	Unassigned
26700	27099	Reserved
27100		<u>Unearned Revenue (formerly Deferred Revenue)</u>
27101	27105	Unassigned
27106		<i>Deferred Revenue - Baccalaureate - Tuition</i>
27107	27135	Unassigned
27136		<i>Deferred Revenue - Baccalaureate - Tuition Out-of-State</i>
27137	27145	Unassigned
27147	27175	Unassigned
27186		<i>Deferred Revenue - Baccalaureate - Financial Aid Fees</i>
27187	27194	Unassigned
27195		<i>Deferred Revenue - Baccalaureate - Student Activity Fees</i>
27196		<i>Deferred Revenue - Baccalaureate - Capital Improvement Fees</i>
27197	27199	Unassigned
27200		<u>Due to Government Agencies</u>
27201	27299	Unassigned
27300		<u>Due to Component Units - Primary State</u>
27301	27399	Unassigned
27400		<u>Due to Component Units - Primary DSO</u>
27401	27499	Unassigned

General Ledger Code		General Ledger Code Description
27500	28099	Reserved
28100		Due to Current Funds - Unrestricted
28101	28199	Unassigned
28200		Due to Current Funds - Restricted
28201	28299	Unassigned
28300		Due to Auxiliary Funds
28301	28399	Unassigned
28400		Due to Loan, Annuity and Life Income Funds
28401	28499	Unassigned
28500		Due to Scholarship Funds
28501	28599	Unassigned
28600		Due to Agency Funds
28601	28699	Unassigned
28700		Due to Unexpended Plant and Renewals/Replacement Funds
28701	28799	Unassigned
28800		Due to Retirement of Indebtedness Funds
28801	28899	Unassigned
28900	29899	Reserved
<u>29900</u>		<u>Deferred Inflows of Resources</u>
<u>29901</u>		<u>Deferred inflow - Service Concession Arrangement</u>
<u>29902</u>		<u>Deferred inflow - Accumulated Increase in Fair Value of Securities (Hedge Accounting)</u>
<u>29903</u>		<u>Deferred inflow - Grant advance (only eligibility requirement not met is time)</u>
<u>29904</u>		<u>Deferred inflow - Refunding of Gain on a debt refinancing</u>
<u>29905</u>		<u>Deferred inflow - unavailable deferrals under modified accrual accounting</u>
<u>29906</u>		<u>Deferred inflow - Regulatory account inflows applicable to future periods</u>
<u>29907</u>		<u>Deferred inflow - Loan points amortized over loan period</u>
<u>29908</u>		<u>Deferred inflows of resources - Pension FRS</u>
<u>29909</u>		<u>Deferred inflows of resources - Pension Retiree Health Insurance Subsidy (HIS) Program</u>
<u>29910</u>		<u>Deferred inflows of resources - OPEB</u>
<u>29911</u>		<u>Deferred inflows of resources - Leases</u>
<u>29912</u>		<u>Deferred inflows of resources - Irrevocable Split Interest Agreements</u>
29919	29999	Reserved

LIABILITY DEFINITION

Liabilities are present obligations to sacrifice resources that the government has little or no discretion to avoid. An *obligation* is a social, legal, or moral requirement, such as a duty, contract, or promise that compels one to follow or avoid a particular course of action. The specific party to whom a liability is owed need not be identified for a liability to exist; however, the other party or parties should be external to the government. For an obligation to be a liability, it should be a present obligation. The event that created the liability has taken place. This distinguishes the item from a commitment that may become a liability in the future when the event giving rise to the liability occurs.

The following general ledger code (GLC) descriptions are provided as a basic and are not intended to be all inclusive.

21100 - 21199 Deposits Held in Custody for Others

These accounts will be used only in the Agency Fund and are to be used in lieu of a fund balance account. Transactions of agency funds represent charges or credits to the individual asset and liability accounts rather than charges or credits to revenue and expenditure accounts. Consequently, when funds are received from others, GLC 211XX should be credited. When disbursements are made, GLC 211XX should be debited.

If the underlying assets in the agency fund are non-current, then the offsetting liability must also be recognized as non-current. Therefore, a College is encouraged to record non-current deposit held in custody balances in a unique GLC within this series to facilitate financial statement reporting.

21200 - 21499 Payroll Deductions Payable

These accounts will be credited for payroll deductions otherwise not specified.

22000 - 22099 Student Fee Refunds Payable

Credit these accounts for student fees collected which are in process of refunding to the student.

22100 - 22199 Federal Income Tax Payable

Credit these accounts for income taxes withheld from employees' salaries only if the amount withheld. This account will be debited periodically when payment is remitted to the Internal Revenue Service Depository account.

22200 - 22200 FICA Tax Payable

(Federal Insurance Contributions Act or Social Security.) Credit these accounts for FICA taxes withheld from employees' salaries as well as the college's portion of the FICA taxes. The total liability should be recognized in this account with the offset of the college's portion of the expenditure recorded in GLC 59100 under the appropriate department. This account will be debited periodically when payment is made to the Internal Revenue Service. This payment is remitted to the Internal Revenue Service Depository Account.

22201 - 22299 FICA/Medicare Tax Payable

Credit this account for FICA/Medicare taxes withheld from employees' salaries as well as the College's portion of FICA taxes. The total liability should be recognized in this account with the offset of the college's portion of the expenditure recorded in GLC 59101 under the appropriate department. This account will be debited periodically

when payment is made to the Internal Revenue Service. This payment is remitted to the Internal Revenue Service Depository Account.

22300 - 22399 Retirement Contributions Payable

These accounts will be credited for retirement contributions withheld from employees' salaries and for the college's matching portion only if for some reason this liability is not paid when the salary checks are prepared or at the end of the accounting period. Normally, it will be paid as soon as it becomes due, and would not be recorded. The total liability should be recognized in this account with the college's portion of the expenditure recorded in GLC 592XX under the appropriate department. This account will be debited when payment is remitted for retirement contributions.

22400 - 22499 Insurance Premiums Payable

These accounts will be credited for retirement contributions withheld from employees' salaries and for the college's matching portion. The total liability should be recognized in this account with the college's portion of the expenditure recorded in GLC 597XX under the appropriate department. This account will be debited when payment is remitted for insurance premiums.

22500 - 22599 Accounts Payable

These accounts are used to record amounts due to others. If payment is made soon after an obligation becomes payable, it may be desirable to credit Cash in Depository, Accounts 101XX, rather than these accounts. However, at the end of each fiscal year, all accounts payable must be recorded and the appropriate expense accounts of the organizational units receiving the goods or services must be debited. An obligation is payable when goods are received or services are rendered regardless of whether an invoice has been received or not.

22600 - 22699 Salaries and Wages Payable

These accounts are used to record the amount of salaries and wages earned by employees during the accounting period but not yet paid. The appropriate salary expenditure accounts (GLC 5XXXX) would be debited.

22700 - 22749 Accrued Compensated Leave and OPEB Payable

These accounts are used to record the amount of accumulated compensated leave earned by employees, but not yet paid, and the institution's liability for Other Post-Employment Benefits (OPEB). Refer to Section 14 Accounting Treatments for additional information on Compensated Absences and Other Post Employment Benefit (OPEB).

22750 - 22759 Net Pension Liability

These accounts are used to record the accumulated net pension liability for the college's proportionate share of the Florida Retirement System's unfunded liability in accordance with GASB 68.

22800 - 22809 Other Payables

These accounts will be credited with other payables not specifically identified.

22810 -22829 Arbitrage Payable

These accounts are used to record the amount of Arbitrage Payable Current and Non-Current for the capital improvement revenue bonds account rebate deficit. Refer to Section 14 Accounting Treatment for additional information on Capital Improvement Bonds Issued (Premium or Discount).

22900 -22999 Retainage Payable

These accounts are used to record the amount of construction retainage payable.

23100 -23199 Florida Taxes Payable

These accounts will be credited with the amount of tax collected on sales. It will be debited when paid to the Florida Department of Revenue. The commission earned by remitting the payment to the Florida Department of Revenue before the 20th of each month would be debited to the account and credited to Account 489XX, Miscellaneous Revenue. Other taxes, such as the quarterly Reemployment (formerly Unemployment tax) are paid as it becomes due and would not be recorded in as a liability. However, any tax liability due but unpaid at fiscal year-end should be recognized as a liability.

23200 -23299 Federal Excise Tax Payable

Excise taxes may be collected on some bookstore sales. If they are, they will be credited to these accounts when collected. These accounts will be debited when payment is made.

23300 -23399 Estimated Claims Payable (IBNR)

This account is used to record future self-insurance claims that have been Incurred but Not Reported (IBNR). The amount of IBNR is calculated by an actuary, and it should be performed as of the end of the fiscal year for accurate financial statement reporting.

23800 -23899 Scholarships Payable

Credit these accounts with the amount of Scholarships awarded and payable.

23900 -23999 Financial Aid Fund Payable

These accounts may be credited with financial aid fund fees collected in conjunction with other student tuition and fees. The accounts would be debited when the funds are transferred to the Scholarship fund (Fund 5). An alternative method is to record the financial aid fund fee directly as revenue in Fund 5.

24000 -24099 Deposits Refundable

If the college receives funds which are refundable, such as key deposits or bid deposits, they will be credited to these accounts. These accounts will be debited when the deposit is refunded or when it is determined the deposit should be forfeited.

25100 -25199 Deposits Refundable to Energy Consortium Members

These accounts are used by the Energy Consortium fiscal agent to record deposits (matching funds) by member colleges to the Energy Consortium. They are cumulative and redistribution (refunds) of these funds shall be recorded as a contra liability in GLC 252XX. These accounts can be closed upon termination of the Consortium.

26100 -26199 Bonds Payable

These accounts will be used in the Unexpended Plant and Renewals/Replacement (Fund 7), Retirement of Indebtedness (Fund 8), and Investment in Plant Fund (Fund 9). When bonds are sold, these accounts in Fund 7 are credited with the face value of the bonds issued. At the end of the fiscal year in which bond proceeds are used on projects, a portion of bonds payable equal to the amount of bond proceeds expended will be moved to Fund 9 by crediting Account 261XX and debiting the proper asset accounts (GLCs 191XX, 192XX, 193XX, 194XX or 198XX) in the Fund 9. In Fund 7 GLC 261XX would be debited and Fund Balance, GLC 311XX would be credited. In Fund 8, the balance of GLC 261XX shall equal the amount of the reserve account, if any, established from the proceeds of the bond issue.

As bonds are retired, GLC 69000, Payments on Debt Principal in the Fund 8 will be debited. At the end of each fiscal year, GLC 69000 will close to fund balance in Fund 8 and an entry for the same amount will be made in Fund 9, debiting GLC 261XX and crediting GLC 312XX, Investment in Plant Fund. Use GLC 26110 for the current portion of the payable (payment due within one year) and GLC 26120 for the non-current portion. Refer to Section 14 Accounting Treatments for additional information on State Board of Education (SBE) Bonds Issued.

26200 -26299 Notes & Loans Payable

These accounts are established to record loan debt that will not repaid during the same fiscal year in which funds are borrowed, and proceeds were not received due to the issuance of bonds. Use GLC 26210 for the current portion of the payable (payment due within one year) and GLC 26220 for the non-current portion. Refer to Section 14 Accounting Treatments for additional information on Loans (Long Term Debt) Payable.

26300 -26399 Interest Payable

These accounts should be credited for the amount of interest which accrues on liabilities during the accounting period but which is unpaid at the end of the fiscal year. Use GLC 26310 for the current portion of the payable (payment due within one year) and GLC 26320 for the non-current portion.

26400 -26499 Contracts Installment Purchase Payable

These accounts are established to account for long-term contracts or installment purchases payable exactly as Account 261XX is used. Use 26410 for the current portion (payment due within one year) of the payable and GLC 26420 for the non-current portion. Refer to Section 14 Accounting Treatments for additional information on Installment Purchase (Long Term Debt) Payable

26500 -26599 Special Termination Benefit Payable

These accounts are established to account for long-term severance compensation payable. Use GLC 26510 for current portion payable and GLC 26520 for the non-current portion.

26600 -26699 Lease Payable

These accounts are established to account for lease payable. (Leases in which total payments reflect a purchase in substance, even if title does not pass to the college during the term of the lease.) Use GLC 22610 for the current portion (payment due within one year) of the payable and GLC 26620 for the non-current portion. Refer to Section 14 Accounting Treatments for additional information on leases.

27100 -27199 Unearned Revenue (formerly Deferred Revenue)

These accounts should be credited when income received applies to a future period. An example would be student fees collected in the fall term which apply to the winter term. When the income is earned, these accounts should be debited and the appropriate revenue accounts credited.

27200 -27299 Due to Government Agencies

These accounts reflect amounts due to other governmental agencies (federal, county, or city).

27300 -27399 Due to Component Units - Primary (State)

These accounts are used to reflect amounts due to the State of Florida or any State Department that is reported directly in the State of Florida Comprehensive Annual Financial Report (CAFR).

27400 -27499 Due to Component Units - Direct Service Organization

These accounts are used to reflect amounts due to the College's component unit(s).

28100 - 28899 Due to Other Funds

These accounts are used to reflect amounts due to one fund from another. The payable may arise from actual transfers of money from one fund to another, one fund paying an obligation of another fund, or rendering a service to another fund. The second digit in this range of GLCs indicates the fund to which payment is due. For example, if the Current Fund Unrestricted (Fund 1) recorded an amount due in 28300, this would indicate that the Auxiliary Fund (Fund 3) was due money from Fund 1. Similarly, Fund 3 would record a receivable from Fund 1 in GLC 18300 for the same amount. As a result, these accounts will be netted to zero for financial statement presentation purposes.

Deferred Inflows of Resources Definition

Deferred Inflows of Resources are an acquisition of net assets by the government that are applicable to a future reporting period. This generic account will not normally be used as Governmental Accounting Standards call for the recognition of deferred inflows only when specified by a GASB pronouncement. Each Deferred Inflow that has been specified for us follows specifically with a reference to the GASB pronouncement(s) that generated it.

29901 Deferred Inflow – Service Concession Arrangement (GASB 60)

The deferred inflow associated with a Service Concession Arrangement (SCA) represents the difference between the up-front payment or present value of installment payments and any contractual obligations that are liabilities. A SCA requires the contracts underlying the arrangement to meet all the following criteria:

- Transferor (College) conveys to an operator the right and related obligation to provide services to the public through the use and operation of a capital asset (“facility”) in exchange for significant consideration,
- Operator collects and is compensated by fees from third parties,
- Transferor (College) is entitled to significant residual interest in the service utility of the facility at the end of the arrangement,
- Transferor (College) determines or has the ability to modify or approve
 - What services the operator is required to provide
 - To whom the services will be provided
 - The prices or rates that will be charged.

29902 Deferred Inflow – Accumulated Increase in the Fair Value of Securities (GASB 64)

The deferred inflow associated with the application of hedge accounting represents the declining value of the security held as a hedge. The deferred outflow associated with a hedged investment generally equals the deferred inflow.

29903 Deferred Inflow – Grant Advance (GASB 65)

Once all eligibility requirements have been met on a grant other than time requirements, the grantor no longer maintains control of the present service capacity of the advance payment and the Grantee no longer has an obligation to sacrifice its own resources. If the eligibility requirements, other than time requirements, have been met, it is not likely that the Grantor can reacquire its resources from its grantees. Since the grant advance relates to a future period, the advance should be classified as a deferred inflow rather than as a liability by the recipient.

29904 Deferred Inflow – Refunding of Gain on Debt Refinancing (GASB 65)

Based upon guidance in GASB statement 23 and applying the definitions in GASB Concepts Statement 4, the difference resulting from a current or advance refunding relates to future periods and therefore, meets the definition of a deferred outflow/inflow of resources as applicable. A deferred inflow should be recognized for the gain on a debt refinancing.

29905 Deferred Inflow – Unavailable Deferrals under Modified Accrual Accounting (GASB 65)

Paragraph 62 of NCGA Statement 1 provides that revenues and other governmental fund financial resources should be recognized in the accounting period in which they become both measurable and available. When an asset is recorded in government fund financial statements but the revenue is not available, the government should report a deferred inflow of resources until such time as the revenue becomes available. The Colleges will generally not use this defined inflow type as Florida Colleges currently report as a business type activity under GASB 35 rather than the governmental model with governmental funds.

29906 Deferred Inflow - Regulatory Account inflows applicable to Future Periods (GASB 65)

Rate actions of a regulator can result in a liability or a deferred inflow or resources being imposed on a regulated business-type activity. Deferred inflows of resources represent an acquisition of net assets from the regulated business-type activity's customers that are applicable to a future reporting period and liabilities represent the same that are present obligations. The usual ways in which a transaction results in an obligation that will be a liability and/or a deferred inflow are as follows:

- a. A regulator may require refunds to customers.
- b. A regulator can establish current rates intended to recover future costs. After the period of cost recovery, future rates would go down.
- c. A regulator can require a gain or other reduction of to be given to customers over future periods.

29907 Deferred Inflow – Loan Points amortized over Loan Period (GASB 65)

Paragraph 467 of GASB Statement 62 establishes standards of accounting and reporting for loan origination fees and costs. In addition, paragraph 451 of Statement 62 defines loan origination fees. Points received by a lender in relation to a loan held for investment should be reported as a deferred inflow of resources and recognized as revenue in a systematic and rational manner over the duration of the related loan. If the loan is held for sale, origination fees, including any portion related to points and direct loan origination costs should be recorded as a deferred inflow of resources and a deferred outflow of resources, respectively, until the related loan is sold. Once the loan is sold, the amount reported as a deferred inflow of resources related to the origination fees, including any portion related to points, and the amount reported as a deferred outflow of resources related to the direct loan origination costs should be recognized as a revenue and expense, respectively, in the period of sale.

29908 – 29909 Deferred Inflow of Resources – Pension Related (GASB 68)

GASB Statement 68 defines these deferred inflows as inflows stemming from changes in proportionate share, change in proportion, contributions during the measurement period, and employer contributions subsequent to the measurement date for pension benefits. See paragraphs 54 through 57 of this statement for further definition.

29910 Deferred Inflow of Resources – Other Postemployment Benefits “OPEB” (GASB 75)

GASB Statement 75 defines these deferred inflows as inflows stemming from changes in proportionate share, change in proportion, contributions during the measurement period, and employer contributions subsequent to the measurement date for OPEB benefits. Typically, these inflows are related to health insurance benefits provided to College retirees

29911 Deferred Inflow of Resources – Leases (GASB 87)

GASB 87 requires that when a College (lessor) enters into an agreement in which College's nonfinancial asset (land, facility, equipment, etc.) is leased to a third party a deferred inflow of resources at the commencement of the lease term should be recognized. The deferred inflow should be measured at the value of the lease receivable plus any payments received at or before the start of the lease term that relate to future periods.

29912 Deferred Inflow of Resources – Irrevocable Split-Interest Agreements (GASB 81)

GASB 81 requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognizes assets, liabilities, and deferred inflows of resources at the inception of the agreement. Changes in assets recognized pursuant to irrevocable split-interest agreements such as those resulting from interest, dividends, and changes in fair value should be recognized as an increase or a decrease in the related deferred inflow of resources.

Section 10

Fund Balance

Chart of Accounts / Descriptions

Section 10

Chart of Accounts and Account Descriptions

APPROPRIATIONS, RESERVES AND FUND BALANCES

A. Chart of Accounts (- - - - -) (1 X X X X)

(Refer to Section 7 for instructions on Required use, Suggested use, Unassigned 10101 - codes and Reserved codes.)

30000 - 30099 Reserved	
30100 - Reserved for Encumbrances	(30101 - 30199)
30200 - Reserved for Performance Based Incentive Funds (Vocational)	(30201 - 30299)
30300 - Reserved for Academic Improvement Trust Funds	(30301 - 30399)
30400 - Reserved for Other Required Purposes	(30401 - 30499)
30500 - Reserved for Staff and Program Development	(30501 - 30599)
30600 - Reserved for Student Activities Funds	(30601 - 30699)
30700 - Reserved for Matching Grants	(30701 - 30799)
30800 - Amount Expected to be Financed in Future Years	(30801 - 30899)
30900 - Fund Balance - Board Designated	(30901 - 30999)
31000 - Fund Balance - Grantor	(31001 - 31099)
31100 - Fund Balance - College	(31101 - 31109)
31110 - Fund Balance - College - Local Funds (fund 7)	(31111 - 31119)
31120 - Fund Balance - College - CO & DS (fund 7)	(31121 - 31129)
31130 - Fund Balance - College - Federal Sources (fund 7)	(31131 - 31139)
31140 - Fund Balance - College - Other State (fund 7)	(31141 - 31149)
31150 - Fund Balance - College - SBE Bonds (fund 7)	(31151 - 31159)
31160 - Fund Balance - College - Loan Funds (fund 7)	(31161 - 31169)
31170 - Fund Balance - College - PECO Funds (fund 7)	(31171 - 31179)
31180 - FCCRMC Unrealized Gain/Loss Holding Account	(31181 - 31189)
31190 - 31199 Reserved	
31200 - Invested in Plant	
31201 - 33999 Reserved	
34000 - Budgeted Revenues	(34001 - 34099)
34100 - 34499 Reserved	
34500 - Budgeted Proceeds from Bonds	(34501 - 34599)
34600 - 34999 Reserved	
35000 - Budgeted Personnel Expenses	(35001 - 35099)
35100 - Encumbrances - Personnel Expenses	(35101 - 35199)
35200 - 35999 Reserved	
36000 - Budgeted Current Expenses	(36001 - 36099)
36100 - Encumbrances - Current Expenses	(36101 - 36199)
36200 - 36999 Reserved	
37000 - Budgeted Capital Outlay	(37000 - 37099)
37100 - Encumbrances - Capital Outlay	(37101 - 37199)
37200 - 37999 Reserved	
38000 - Budgeted Fund Balance Changes	(38001 - 38099)
38100 - 39999 Reserved	

B. Account Description

The following brief account descriptions are provided for general definition and are not intended to be all inclusive.

30100 - 30199 Reserved for Encumbrances

These accounts are used to reserve funds for obligations made to individuals or firms to ensure payment can be made when the obligations become due. They are credited when an obligation is made and debited when the obligation is paid.

Encumbrances, for purpose of definition, shall also include reserves, designations, allocations or commitments of fund balances in accordance with state authorities, regulatory bodies, budget commissions, third parties and others. For purposes of definition, unencumbered fund balance, in the Current Funds - Unrestricted, shall not include funds Reserved for Encumbrances, Funds Reserved for Academic Improvement Trust Funds, Funds Reserved for Other Required Purposes, Funds Reserved for Staff and Program Development, or Funds Reserved for Matching Awarded but Unexpended Grants. All of these reserved funds restrict the ability of the institution in the use of the Current Funds - Unrestricted Fund Balance.

30200 - 30299 Reserved for Performance Based Incentive Funds (Vocational)

These accounts are used to reserve funds designed as Performance Based Incentive Funds that remain unexpended and are required to be carried forward to future periods for this purpose.

30300 - 30399 Reserved for Academic Improvement Trust Funds

These accounts are used to reserve funds designated as Academic Improvement Trust Funds (including required matching funds) that remain unexpended and are required to be carried forward to future periods for this purpose.

30400 - 30499 Reserved for Other Required Purposes

These accounts are used to reserve funds designated by an outside authority or agency, but that are deemed appropriate for recording in the Current Funds - Unrestricted.

30500 - 30599 Reserved for Staff and Program Development

It is implied in the State Board of Education Regulations that funds designated for staff and program development be spent for this purpose and in compliance with state law and board regulations. Accordingly, if funds designated for this purpose are not spent during the year in which received, the unspent funds must be carried into the next fiscal year. This may be accomplished by debiting Fund Balance, Account 310XX or 311XX, and crediting Current Funds - Unrestricted, Account 305XX.

30600 - 30699 Reserved for Student Activities Funds

These accounts are used to record unexpended student activities fees as permitted by state law.

30700 - 30799 Reserved for Matching Grants

These accounts are used to reserve funds designated as required matching funds for grants awarded, but not fully expended and carried forward to a subsequent accounting periods.

30800 - 30899 Amount Expected to be Financed in Future Years

These accounts are used to record the funds required to provide for accrued compensated leave payable, and other post employment benefits (OPEB) from future years funding. Refer to Section 14 *Accounting Treatment* for additional information on Long-Term Debt.

30900 - 30999 Fund Balance - Board Designated

These accounts are used to reserve funds as designated by the District Board of Trustees for specific purposes.

31000 - 31099 Fund Balance - Grantor

These accounts represent the portion of each fund's equity which is available for use by the college in accordance with the specified restrictions of the grantor. All restricted revenue and expenditure accounts are closed to these accounts at the end of the year unless other accounts are specifically designated.

31100 - 31189 Fund Balance - College

These accounts represent the portion of each fund's equity which is available for use by the college. All unrestricted revenues and expenditure accounts are closed to these accounts at the end of each year unless other accounts are specifically designated.

31200 - Invested in Plant

These accounts are credited in the Invested in Plant Funds for the college's investment in plant assets. They do not include the value of plant assets which were purchased with bonds or loans which are still outstanding. As bonds or loans are paid off in the Retirement of Indebtedness Funds, Accounts 261XX and 262XX will be debited in the Invested in Plant Funds and Account 312X will be credited.

34000 - 34099 Budgeted Revenues

These accounts are used to record the anticipated revenues for each fund at the beginning of each year as approved in the operating budget. Budget amendments for anticipated revenue will also be recorded in these accounts after such amendments are approved. These accounts are debited for the amount of anticipated revenue and budgeted Fund Balance Changes, and Account 380XX is credited. These accounts are closed at the end of each year by crediting them and debiting Account 380XX.

34500 - 34599 Budgeted Proceeds from Bonds

These accounts are used to record non-revenue receipts expected to be received during the fiscal year as approved in the operating budget. Budget amendments will be recorded in this account after such amendments are approved. These accounts are debited for the amount of such anticipated receipts and Budgeted Balance Changes, Account 380XX, is credited. These accounts are closed at the end of each year by crediting them and debiting Account 380XX.

35000 - 35099 Budgeted Personnel Expenses

These accounts are used to record the salaries, other personal services, and personnel benefits appropriation approved in the operating budget and subsequent budget amendments. To record the personnel expenses budget, these accounts are credited and Budgeted Funds Balance Changes, Account 380XX is debited. These accounts are closed at the end of each year by debiting them and crediting Account 380XX.

35100 - 35199 Encumbrances - Personnel Expenses

These accounts are used to record the college's obligation to pay its employees when they render services. They are debited and Account 301XX, Funds Restricted for Encumbrances, is credited for the Annual (or contract) salary of each employee at the beginning of each year (or when they are employed). These accounts are credited and Account 301XX is debited for the amount paid each employee as they are paid. When an employee is terminated, the balance of the funds encumbered is removed by crediting these accounts and debiting Account 301XX.

36000 - 36099 Budgeted Current Expenses

These accounts are used to record the Current Expenses appropriation approved in the operating budget and subsequent budget amendments. To record the Current Expenses budget, these accounts are credited and Budgeted Fund Balances Changes, Account 380XX, is debited. The accounts are closed at the end of the year by debiting them and crediting Account 380XX.

36100 - 36199 Encumbrances - Current Expenses

These accounts are used to encumber or restrict funds when purchase orders are issued for current expenses. The procedure is identical to that used for Account 351XX.

37000 - 37099 Budgeted Capital Outlay

These accounts are used to record the Capital Outlay appropriation approved in the operating budget and subsequent budget amendments. To record the Capital Outlay budget, these accounts are credited and Budgeted Fund Balance Changes, Account 380XX, is debited. The accounts are closed at the end of the year by debiting them and crediting Account 380XX.

37100 - 37199 Encumbrances - Capital Outlay

These accounts are used to encumber funds for capital outlay items. The procedure is identical to that used for Account 351XX.

38000 - 38099 Budgeted Fund Balance Changes

These accounts are used to reflect the estimated increase or decrease in Fund Balance which will occur during the year as stated in the operating budget and in subsequent budget amendments. At the beginning of the year they are debited for budgeted personnel expenses, current expense and capital outlay expenditures and credited for budgeted revenue. Any budget amendments are recorded in the same manner.

At the end of the year, these accounts are debited for the amount of revenues which were budgeted and they are credited for the budgeted amount of salaries and other personal services, current expense and capital outlay.

Balances remaining in Accounts 361XX and 371XX will be closed at the end of each year by crediting them and debiting Account 310XX or 311XX, Fund Balance, thus restricting a portion of the college's funds for these future liabilities. These amounts should not be shown on the balance sheet as a liability since the goods or services have not been received.

Disclosure should be made, however, that funds have been obligated for future liabilities, and this is adequately accomplished by restricting a portion of the fund balance. This entry will be reversed in the new year. Funds restricted at the end of the year should be reappropriated. Balances remaining in Account 351XX at the end of each year will normally be closed crediting it and debiting Account 301XX, Funds Restricted for Encumbrances.

Section 11

Revenues

General Ledger Codes and Descriptions

Chart of Accounts: Revenues (4 X X X X)

Refer to Section 7 for instructions on required, suggested, unassigned and reserved general ledger codes.

**Statement of Revenues, Expenditures,
and Changes in Net Position**

(SRECNP) Revenue Category:

O = Operating

N = Non-Operating

CF = Capital Financing

NF = Non-Capital Financing

Revenue Type	General Ledger Code		General Ledger Code Description
	From	To	
			Student Fees
O	40101		Tuition - Advanced and Professional - Baccalaureate
	40102	40108	Unassigned
O	40109		Tuition - Advanced and Professional - Baccalaureate (Refunded)
O	40110		Tuition - Advanced and Professional
	40111	40116	Unassigned
O	40117		Tuition - Advanced and Professional, Fee Premium (+ Refunded)
O	40118		Tuition - Advanced and Professional, Fee Discount (+ Refunded)
O	40119		Refunded Tuition - Advanced and Professional
O	40120		Tuition - Postsecondary Vocational
	40121	40126	Unassigned
O	40127		Tuition - Postsecondary Vocational, Fee Premium (+ Refunded)
O	40128		Tuition - Postsecondary Vocational, Fee Discount (+ Refunded)
O	40129		Refunded Tuition - Postsecondary Vocational
O	40130		Tuition - Career and Applied Technology (formerly Postsecondary Adult Vocational)
	40131	40136	Unassigned
O	40137		Tuition - Career and Applied Technology, Fee Premium (+ Refunded)
O	40138		Tuition - Career and Applied Technology, Fee Discount (+ Refunded)
O	40139		Refunded Tuition - Career/Applied Technology
	40140	40140	Reserved - Previously Tuition Continuing Workforce Fees prior to 7/1/12 (refer to 40240)
	40141	40148	Unassigned
	40149	40149	Reserved - Previously Refunded Tuition Continuing Workforce Fees prior to 7/1/12 (refer to 40249)
O	40150		Tuition - Developmental Education (formerly College Preparatory)
	40151	40156	Unassigned

Revenue Type	General Ledger Code		General Ledger Code Description
O	40157		Tuition - Developmental Education, Fee Premium (+ Refunded)
O	40158		Tuition - Developmental Education, Fee Discount (+ Refunded)
O	40159		Refunded Tuition - Developmental Education
O	40160		Tuition - Educator Preparation Institutes and Alternative Certification Curriculum
	40161	40179	Reserved
O	40180		Tuition - Vocational Preparatory
	40181	40186	Unassigned
O	40187		Tuition - Vocational Preparatory, Fee Premium (+ Refunded)
O	40188		Tuition - Vocational Preparatory, Fee Discount (+ Refunded)
O	40189		Refunded Tuition - Vocational Preparatory
O	40190		Tuition - Adult General Education (ABE) Fee and Secondary
	40191	40196	Unassigned
O	40197		Tuition - Adult General Education (ABE) and Secondary, Fee Premium (+ Refunded)
O	40198		Tuition - Adult General Education (ABE) and Secondary, Fee Discount (+Refunded)
O	40199		Refunded Tuition - Adult General Education (ABE) and Secondary
O	40200		<i>Non-Fundable State FTE Enrollments Revenue Control</i>
	40201	40209	Reserved
O	40210		Tuition - Lifelong Learning
O	40217		Tuition - Lifelong Learning, Fee Premium (+ Refunded)
	40211	40216	Unassigned
O	40218		Tuition - Lifelong Learning, Fee Discount (+ Refunded)
O	40219		Refunded Tuition - Lifelong Learning
	40220	40239	Unassigned
O	40240		<u>Tuition - Continuing Workforce Fees</u>
	40241	40248	Unassigned
O	40249		<i>Refunded Tuition - Continuing Workforce Fees</i>
O	40250		Non-Resident Fee - Lifelong Learning
	40251	40256	Unassigned
O	40257		Non-Resident Fee - Lifelong Learning, Fee Premium (+ Refunded)
O	40258		Non-Resident Fee - Lifelong Learning, Fee Discount (+ Refunded)
O	40259		Refunded Non-Resident Fee - Lifelong Learning
O	40260		<u>Full Cost of Instruction</u>
O	40261		<i>Full Cost of Instruction, Advanced and Professional</i>
O	40262		<i>Full Cost of Instruction, Postsecondary Vocational</i>
O	40263		<i>Full Cost of Instruction, Baccalaureate</i>
O	40264		<i>Full Cost of Instruction, Career and Applied Technology</i>
	40263	40264	Unassigned
O	40265		<i>Full Cost of Instruction, Developmental Education</i>

Revenue Type	General Ledger Code		General Ledger Code Description
O	40266		Full Cost of Instruction, Educator Preparation Institute
	40267	40267	Reserved
O	40268		Full Cost of Instruction, Adult General Education
O	40269		Refunded Tuition - Full Cost of Instruction
O	40270		Tuition - Self Supporting
	40271	40276	Unassigned
O	40277		Tuition - Self Supporting, Fee Premium (+ Refunded)
O	40278		Tuition - Self Supporting, Fee Discount (+ Refunded)
O	40279		Refunded Tuition - Self Supporting
	40280	40299	Reserved
	40300	40300	Reserved
O	40301		Out-of-State Fees - Advanced and Professional - Baccalaureate
	40302	40308	Unassigned
O	40309		Out-of-State Fees - Advanced and Professional - Baccalaureate (Refunded)
O	40310		Out-of-State Fees - Advanced and Professional
	40311	40314	Unassigned
O	40315		Out-of-State Fees - Advanced and Professional - Border State
O	40316		Out-of-State Fees - Advanced and Professional - Distance Learning
O	40317		Out-of-State Fees - Advanced and Professional, Fee Premium (+ Refunded)
O	40318		Out-of-State Fees- Advanced and Professional, Fee Discount (+ Refunded)
O	40319		Refunded Out-of-State Fees - Advanced and Professional
O	40320		Out-of-State Fees - Postsecondary Vocational
	40321	40324	Unassigned
O	40325		Out-of-State Fees - Postsecondary Vocational - Border State
O	40326		Out-of-State Fees - Postsecondary Vocational - Distance Learning
O	40327		Out-of-State Fees - Postsecondary Vocational, Fee Premium (+ Refunded)
O	40328		Out-of-State Fees - Postsecondary Vocational, Fee Discount (+ Refunded)
O	40329		Refunded Out-of-State Fees - Postsecondary Vocational
O	40330		Out-of-State Fees - Career and Applied Technology (formerly Postsecondary Adult Vocational)
	40331	40334	Unassigned
O	40335		Out-of-State Fees - Career and Applied Technology- Border State
O	40336		Out-of-State Fees - Career and Applied Technology - Distance Learning
O	40337		Out-of-State Fees - Career and Applied Technology, Fee Premium (+ Refunded)
O	40338		Out-of-State Fees - Career and Applied Technology, Fee Discount (+ Refunded)
O	40339		Refunded Out-of-State Fees - Career and Applied Technology
	40340	40349	Reserved

Revenue Type	General Ledger Code		General Ledger Code Description
O	40350		Out-of-State Fees - Developmental Education (formerly College Preparatory)
	40351	40354	Unassigned
O	40355		Out-of-State Fees - Developmental Education - Border State
O	40356		Out-of-State Fees - Developmental Education - Distance Learning
O	40357		Out-of-State Fees - Developmental Education, Fee Premium (+ Refunded)
O	40358		Out-of-State Fees - Developmental Education, Fee Discount (+ Refunded)
O	40359		Refunded Out-of-State Fees - Developmental Education
O	40360	40360	Out-of-State Fees - Educator Preparation Institutions and Accelerated Certification Curriculum
	40361	40379	Reserved
O	40380		Out-of-State Fees - Vocational Preparatory
	40381	40386	Unassigned
O	40387		Out-of-State Fees - Vocational Preparatory, Fee Premium (+ Refunded)
O	40388		Out-of-State Fees - Vocational Preparatory, Fee Discount (+ Refunded)
O	40389		Refunded Out-of-State Fees - Vocational Preparatory
O	40390		Out-of-State Fees - Adult General Education (ABE) and Secondary
	40391	40396	Unassigned
O	40397		Out-of-State Fees - Adult General Ed (ABE) and Secondary, Fee Premium (+ Refunded)
O	40398		Out-of-State Fees - Adult General Ed (ABE) and Secondary, Fee Discount (+ Refunded)
O	40399		Refunded Out-of-State Fees - Adult General Education (ABE) and Secondary
O	40400		Laboratory, Special Course, and User Fees
	40401	40443	Unassigned
O	40444		Laboratory, Special Course, and User Fees - Baccalaureate
	40445	40448	Unassigned
O	40449		Laboratory, Special Course, and User Fees - Baccalaureate - (Refunded)
O	40450		Distance Learning Course User Fee
	40451	40499	Unassigned
O	40500		Application Fees
	40501	40504	Unassigned
O	40505		Transient Student Application Fee
	40506	40599	Unassigned
O	40600		Graduation Fees
	40601	40609	Unassigned
	40610		Diploma Replacement Fees
	40611	40699	Unassigned
O	40700		Transcript Fees
	40701	40799	Unassigned

Revenue Type	General Ledger Code		General Ledger Code Description
O	40800		Financial Aid Fund Fees
	40801	40843	Unassigned
O	40844		Financial Aid Fund Fees - Baccalaureate
	40845	40849	Unassigned
O	40850		Student Activities and Service Fees
	40851	40853	Unassigned
O	40854		Student Activities and Service Fees - Baccalaureate
	40855	40859	Unassigned
CF	40860		Student Capital Improvement Fees
CF	40861		Student Capital Improvement Fees - Career and Applied Technology
	40862	40863	Unassigned
CF	40864		Student Capital Improvement Fees - Baccalaureate
	40865	40869	Unassigned
O/CF	40870		Technology Fees
	40871	40899	Unassigned
O	40900		Other Student Fees
	40901	40909	Unassigned
O	40910		Late Fees
	40911	40919	Unassigned
O	40920		Testing Fees
	40921	40929	Unassigned
O	40930		Student Insurance Fees
	40931	40933	Unassigned
O	40934		Student Insurance Fees - Baccalaureate
	40935	40939	Unassigned
O	40940		Safety and Security Fees
	40941	40949	Unassigned
O	40950		Picture Identification Card Fees
	40951	40959	Unassigned
O/CF	40960		Parking Fees
	40961	40969	Unassigned
O	40970		Library Fees
	40971	40979	Unassigned
O	40980		Transportation Fee (Santa Fe College Only)
	40981	40984	Reserved
O	40985		Credit Card Convenience Fee
	40986	40989	Reserved
O	40990		Contract Course Fees
O	40991		Residual Student Fees
	40992	40998	Unassigned
O	40999		Student Fees Contra Revenue
			Support from Local Government
	41000	41499	Reserved
	41500		Grants and Contracts from Cities

Revenue Type	General Ledger Code		General Ledger Code Description
	41501	41509	Unassigned
O	41510		Grants and Contracts from Cities
	41511	41519	Unassigned
NF	41520		Grants and Contracts from Cities
	41521	41529	Unassigned
CF	41530		Grants and Contracts from Cities
	41531	41599	Unassigned
	41600	41600	Grants and Contracts from Counties
	41601	41609	Unassigned
O	41610		Grants and Contracts from Counties
O	41611		Grants and Contracts from Counties for Charter Schools
	41612	41619	Unassigned
NF	41620		Grants and Contracts from Counties
NF	41621		Grants and Contracts from Counties for Charter Schools
	41622	41629	Unassigned
CF	41630		Grants and Contracts from Counties
	41631	41699	Unassigned
	41700		City Ad Valorem Tax Revenue
	41701	41719	Unassigned
NF	41720		City Ad Valorem Tax Revenue
	41721	41729	Unassigned
CF	41730		City Ad Valorem Tax Revenue
	41731	41799	Unassigned
	41800		County Ad Valorem Tax Revenue
	41801	41819	Unassigned
NF	41820		County Ad Valorem Tax Revenue
	41821	41829	Unassigned
CF	41830		County Ad Valorem Tax Revenue
	41831	41899	Unassigned
net zero	41900		Indirect Costs Recovered - City and County
	41901	41909	Unassigned
O	41910		Refund to Grantor - Local Government
	41911	41919	Unassigned
NF	41920		Refund to Grantor - Local Government
	41921	41929	Unassigned
CF	41930		Refund to Grantor - Local Government
	41931	41999	Unassigned
			Support from State Government
	42000	42109	Reserved
NF	42110		Florida College System Program Fund "FCSPF" Appropriations
NF	42111		Unassigned
	42112	42119	Unassigned
NF	42120		Workforce Appropriations
	42121	42129	Unassigned

Revenue Type	General Ledger Code		General Ledger Code Description
NF	42130		Special Appropriation – Other (<i>PIPELINE</i>)
	42131	42139	Unassigned
NF	42140		Special Appropriation - Workforce Development (Disabled)
	42141	42149	Unassigned
NF	42150		Performance Based Incentive Funding - FCSPF
	42151	42159	Unassigned
NF	42160		Incentive Grants for Expanding Programs
	42161	42169	Unassigned
CF	42170		Critical Deferred Maintenance
	42171	42179	Unassigned
NF	42180		Gender Equity Funds (No Longer Used)
	42181	42189	Unassigned
	42190	42209	Reserved
CF	<u>42210</u>		<u>License Tag Fees Appropriation</u>
	42211	42219	Unassigned
	42220	42309	Reserved
CF	<u>42310</u>		<u>Public Education Capital Outlay (PECO) Appropriations</u>
	42311	42319	Unassigned
	42320	42499	Reserved
NF	42500		Other State Appropriations (<i>Dual Enrollment Scholarship Prog.</i>)
NF	42501		Other State Appropriations
CF	42502		Other State Appropriations
NF	42503		Other State Appropriations - Baccalaureate
NF	42504		Other State Appropriations - Baccalaureate Florida College System
	42505	42509	Unassigned
NF	42510		Performance Based Incentive Programs (Categorical Appropriations)
	42511	42519	Unassigned
NF	42520		Child Care Projects
	42521	42529	Unassigned
NF	42530		Commission on Community Service
	42531	42549	Unassigned
NF	42550		Martin Luther King Center for Nonviolent Social Change
	42551	42559	Unassigned
CF	42560		Energy Grant Appropriations
	42561	42569	Unassigned
NF	42570		Student Advising System Appropriations
	42571	42579	Unassigned
CF	42580		Facilities Enhancement Challenge Grant Appropriations
	42581	42589	Unassigned
NF	42590		Distance Learning Grants
	42591	42599	Unassigned
	42600	42609	Reserved
N	42610		Lottery Funds - FCSPF

Revenue Type	General Ledger Code		General Ledger Code Description
	42611	42619	Unassigned
N	42620		Lottery – Other Project - Information Technology Enhancement Grant
	42621	42629	Unassigned
CF	42630		Lottery Funds - Facilities Enhancement Challenge Grant
	42631	42639	Unassigned
N	42640		Lottery Funds - Phillip Benjamin Grant
	42641	42649	Unassigned
CF	<u>42650</u>		<u>Lottery Funds - Capital Projects from Bond Proceeds</u>
	42651	42689	Unassigned
	42690		Lottery Funds - Capitalization Incentive Funds
NF	42691		Lottery Funds - Capitalization Incentive Funds
CF	42692		Lottery Funds - Capitalization Incentive Funds
	42693	42699	Unassigned
	42700		Grants and Contracts - State
	42701	42709	Unassigned
O	42710		Grants and Contracts - State
	42711	42719	Unassigned
NF	42720		Grants and Contracts - State
	42721	42724	Unassigned
NF	42725		Grants and Contracts - State Student Aid
	42726	42729	Unassigned
CF	42730		Grants and Contracts - State
	42731	42799	Unassigned
	42800	42899	Reserved
net zero	42900		Indirect Cost Recovered - State
	42901	42909	Unassigned
O	42910		Refund to Grantor - State Government
	42911	42919	Unassigned
NF	42920		Refund to Grantor - State Government
	42921	42929	Unassigned
CF	42930		Refund to Grantor - State Government
	42931	42999	Unassigned
			Support from Federal Government
	43000	43499	Reserved
	43500		Grants and Contracts from Federal Government
	43501	43509	Unassigned
O	43510		Grants and Contracts from Federal Government
	43511	43514	Unassigned
NF	43515		Grants and Contracts from Federal Government - ARRA FL Comm Svc Grant
NF	43516		Grants and Contracts from Federal Government - ARRA Ed (Bacc)
NF	43517		Grants and Contracts from Federal Government - ARRA Disc (Bacc)

Revenue Type	General Ledger Code		General Ledger Code Description
NF	43518		Grants and Contracts from Federal Government - ARRA Ed (CCPF)
NF	43519		Grants and Contracts from Federal Government - ARRA Disc (CCPF)
NF	43520		Grants and Contracts from Federal Government
	43521		Stimulus – (HEERF) Institutional Portion/Title III/V Allotment
	43522	43524	Unassigned
	43525		Grants and Contracts - Federal Student Aid
	43526		Stimulus – (HEERF) Student Portion
	43527	43529	Unassigned
CF	43530		Grants and Contracts from Federal Government
	43531	43699	Unassigned
	43700	43899	Reserved
net zero	43900		Indirect Costs Recovered - Federal
	43901	43909	Unassigned
O	43910		Refund to Grantor - Federal Government
	43911	43919	Unassigned
NF	43920		Refund to Grantor - Federal Government
	43921	43929	Unassigned
CF	43930		Refund to Grantor - Federal Government
	43931	43999	Unassigned
			Gifts, Private Grants, and Contracts
	44000	44099	Reserved
	44100		Cash Contributions
	44101	44109	Unassigned
O	44110		Cash Contributions
	44111	44119	Unassigned
N	44120		Cash Contributions
	44121	44129	Unassigned
CF	44130		Cash Contributions
	44131	44199	Unassigned
	44200		Non-Cash Contributions
	44201	44209	Unassigned
O	44210		Non-Cash Contributions
	44211	44219	Unassigned
N	44220		Non-Cash Contributions
	44221	44229	Unassigned
CF	44230		Non-Cash Contributions
	44231	44239	Unassigned
NF	44240		Non-Cash Donations
NF	44241		Non-Cash Donations - life < 1 year regardless of value
NF	44242		Non Cash Donations - life > 1 year and > \$5,000
	44243	44499	Unassigned
	44400		Gifts, Grants and Contracts - Private

Revenue Type	General Ledger Code		General Ledger Code Description
	44401	44409	Unassigned
	44410		Gifts, Grants and Contracts – Private (Operating)
	44411	44419	Unassigned
NF	44420		Gifts, Grants and Contracts – Private (Non-Operating)
	44421	44429	Unassigned
CF	44430		Gifts, Grants and Contracts - Private (Capital)
	44431	44499	Unassigned
	44500	44899	Reserved
net zero	44900		Indirect Costs Recovered - Private Sources
	44901	44909	Unassigned
O	44910		Refund to Grantor - Private Sources
	44911	44919	Unassigned
NF	44920		Refund to Grantor - Private Sources
	44921	44929	Unassigned
CF	44930		Refund to Grantor - Private Sources
	44931	44999	Unassigned
			Sales and Services
O	45000		Bookstore Sales and Commissions
	45001	45098	Unassigned
O	45099		Bookstore Sales and Commissions - Contra
	45100	45599	Reserved
O	45600		Food Service Sales and Commissions
	45601	45698	Unassigned
O	45699		Food Service Sales and Commissions - Contra
	45700	46199	Reserved
O	46200		Commissions
	46201	46299	Unassigned
	46300	46399	Reserved
O	<u>46400</u>		<u>Rental Revenue (Short-Term)</u>
		46401	<i>Rentals - Facilities</i>
		46402	<i>Rentals - Equipment</i>
		46403	<i>Rentals - Vehicles</i>
		46404	<i>Rentals - Copy Machines</i>
		46405	<i>Rentals - Other</i>
	46406	46499	Reserved
O	<u>46500</u>		<u>Lease Revenue (Long-Term)</u>
		46501	<i>Lease - Facilities</i>
		46502	<i>Lease - Equipment</i>
		46503	<i>Lease - Vehicles</i>
		46504	<i>Lease - Copy Machines</i>
		46505	<i>Lease- Other</i>
	46506	46599	Reserved
O	46600		Other Sales and Services
O	46601		Recyclable Material Sales

Revenue Type	General Ledger Code		General Ledger Code Description
O	46602		Coin Copier Sales
O	46603		Ancillary Sales and Services - Culinary Arts
O	46604		Ancillary Sales and Services - Cosmetology
O	46605		Ancillary Sales and Services - Automotive
O	46606		Ancillary Sales and Services - Dental
O	46607		Ancillary Sales and Services - Child Care
O	46608		Ancillary Sales and Services - Industrial
O	46609		Ancillary Sales and Services - Other Vocational
	46610	46649	Unassigned
O	46650		Risk Management Consortium Insurance Revenue
	46651	46699	Unassigned
O	46700		Taxable Sales
	46701	46799	Unassigned
	46800	46899	Reserved
net zero	46900		Interdepartmental Sales
net zero	46901		Interdepartmental Sales - Bookstore
net zero	46902		Interdepartmental Sales - Catering Food Sales
net zero	46903		Interdepartmental Sales - Miscellaneous
	46904	46999	Unassigned
			Endowment Income
	47000	47099	Reserved
NF	47100		Endowment Income - Addition to Principal
	47101	47199	Unassigned
	47200	47999	Reserved
			Other Income
	48000	48099	Reserved
I	48100		Interest and Dividends
	48101	48199	Unassigned
I	48200		Gain or Loss on Investments
	48201	48299	Unassigned
	48300	48699	Reserved
O	48700		Fines and Penalties
	48701	48709	Unassigned
O	48710		Parking Fines
	48711	48720	Unassigned
O	48721		Library Fines
	48722	48729	Unassigned
	48730	48899	Reserved
O	48900		Miscellaneous Revenue
	48901	48999	Unassigned
			Non-Revenue Receipts
	49000	49109	Reserved
net zero	49110		Mandatory Transfers - In from Current Funds - Unrestricted
	49111	49119	Reserved

Revenue Type	General Ledger Code		General Ledger Code Description
net zero	49120		Mandatory Transfers - In from Current Funds - Restricted
	49121	49129	Reserved
net zero	49130		Mandatory Transfers - In from Auxiliary Funds
	49131	49139	Reserved
net zero	49140		Mandatory Transfers - In from Loan, Endowment, Annuity and Life Income Funds
	49141	49149	Reserved
net zero	49150		Mandatory Transfers - In from Scholarship Funds
	49151	49159	Reserved
net zero	49160		Mandatory Transfers - In from Agency Funds
	49161	49169	Reserved
net zero	49170		Mandatory Transfers - In from Unexpended Plant and Renewals/Replacement Funds
	49171	49179	Reserved
net zero	49180		Mandatory Transfers - In from Retirement of Indebtedness Funds
	49181	49209	Reserved
net zero	49210		Non-Mandatory Transfers - In from Current Funds - Unrestricted
	49211	49219	Reserved
net zero	49220		Non-Mandatory Transfers - In from Current Funds - Restricted
	49221	49229	Reserved
net zero	49230		Non-Mandatory Transfers - In from Auxiliary Funds
	49231	49239	Reserved
net zero	49240		Non-Mandatory Transfers - In from Loan, Endowment, Annuity and Life Income Funds
	49241	49249	Reserved
net zero	49250		Non-Mandatory Transfers - In from Scholarship Funds
	49251	49259	Reserved
net zero	49260		Non-Mandatory Transfers - In from Agency Funds
	49261	49269	Reserved
net zero	49270		Non-Mandatory Transfers - In from Unexpended Plant and Renewals/Replacement Funds
	49271	49279	Reserved
net zero	49280		Non-Mandatory Transfers - In from Retirement of Indebtedness Funds
	49281	49499	Reserved
CF	49500		Proceeds from Capital Assets and Related Long-Term Debt
	49501	49504	Unassigned
CF	49505		Gain (Loss) from Sale of Property
CF	49506		Gain on Refunding of Bonds
	49507	49509	Unassigned
CF	49510		Proceeds from Sale of Property
	49511	49519	Unassigned
CF	49520		Insurance Recovery (GASB 42)
	49521	49599	Unassigned

Revenue Type	General Ledger Code		General Ledger Code Description
O	49600		Prior Year Corrections (Revenues)
	49601	49699	Unassigned
O	49700		Loan Principal and Interest Cancellation Reimbursement
	49701	49799	Unassigned
	49800	49899	Reserved
O	49900		Over and Short
O	49901		Cash Over/Short
O	49902		Inventory Over/Short
	49903	49999	Unassigned

REVENUE DEFINITION

Revenues are fees earned from providing services and goods. Under the accrual basis of accounting, revenues are recorded at the time of delivering the service or merchandise, even if cash is not received at the time of delivery. GASB Statement 35 categorizes revenues as either operating, non-operating or other revenues. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of similar or equal value. Non-operating revenues are resources that the College relies on to provide funding for operations, including State noncapital appropriations, Pell grants, and investment income. Other revenues are typically related to capital related items, such as State capital appropriations (PECO) and capital improvement fee. For purposes of the Statement of Cash Flows (SCF), revenues are categorized between operating, non-operating, capital and related financing activities, and investing.

The following general ledger code (GLC) descriptions are provided as a basic explanation and are not intended to be all inclusive.

40100 Student Fees Control

This general ledger control account is for recording student fees when the detailed GLCs 40110-40399 cannot be utilized due to computer program constraints. This is an optional account and will still require the use of GLCs 40110-40399 for reporting purposes. Refer to Section 14 Accounting Treatments for additional information related to the use of contra tuition revenue in scholarship discounts and allowances recognition.

40100 - 40199 Florida Resident Tuition

These GLCs are used to record tuition received from students classified as Florida residents in accordance with Florida Statute 1009.21. Appropriate accounts are also identified to record fee premiums, discounts, technology fees, and refunds. These funds are recorded in the Current Funds – Unrestricted (Fund 1).

40200 Non-Fundable State Full-Time Equivalent Enrollments Revenue Control

This is the general ledger control account for recording student fees that are not eligible for State full-time equivalent (FTE) funding as defined in Florida Statute when the detailed GLCs 40210-40299 cannot be utilized due to computer constraints. This is an optional account and will still require use GLCs 40210-40299 for reporting purposes.

40210-40219 Tuition – Lifelong Learning

These GLCs are used to record tuition, fee premiums/discounts, and refunds for students classified as Florida residents in accordance with Florida Statute 1009.21 and enrolled in a course for which student already received a passing grade (“C” or better).

40240 -40249 Tuition – Continuing Workforce Education

These GLCs are used to record fees and refunds enrolled in continuing workforce education courses that must be fully supported by revenue collections and may not be counted for purposes of FTE enrollment funding in accordance with Florida Statute 1009.22(b).

40250-40259 Out-of-State Fees – Lifelong Learning

These GLCs are used to record tuition, fee premiums/discounts, and refunds for students classified as non-Florida residents in accordance with Florida Statute 1009.21 and enrolled in a course for which student already received a passing grade (“C” or better).

40260 -40269 Full Cost of Instruction

These GLCs are used to record fees for students enrolled in college-preparatory and college credit courses per Florida Statute 1009.28 and 1009.285, respectively. These enrollments may not be counted for purposes of FTE enrollment funding.

40270 -40279 Tuition and Out-of-State Fees – Self Supporting

These GLCs are used to record tuition, out-of-state fees, free premiums/discounts, and refunds received from student enrolled in personal enrichment (non-credit) courses.

40301 -40399 Out of State Fees

These GLCs are used to record out-of-state fees from students who are classified as non-Florida residents as defined by Florida Statute 1009.21. Appropriate accounts are also identified to record fee premiums, discounts, technology fees, and refunds. These funds are recorded in the Current Funds – Unrestricted (Fund 1).

40401 -40499 Laboratory, Special Course, and User Fees

Each local Board of Trustees shall establish policies for the implementation of laboratory, special course fees, and distance learning course user fee. Such policies shall provide justification for the additional fee and define which costs are in excess of base instructional costs, describe the documentation required to support the additional charge, the time period for review of such additional charges, and the manner of presenting such fees to the local Board of Trustees for approval. For other user fees, the local Board of Trustees shall establish policies for the implementation of user fees authorized by law. Such policies shall define the basis for determining the amount of the fee and the manner of presenting such fees to the local Board of Trustees for approval.

40501 -40599 Application Fees

Some colleges charge a fee to all prospective students when they apply for admission to the college. These fees will be credited to these accounts and will be used to finance the educational and general activities of the college. These revenues are to be recorded in Current Funds – Unrestricted (Fund 1).

40505 Transient Application Fees

To account for transient student admissions fee for any Florida College System institution that accepts transient students pursuant to Florida Statute 1006.73 in accordance with Florida Statute 1009.23(17). These revenues are to be recorded in Current Funds – Unrestricted (Fund 1).

40600 – 40609 Graduation Fees

If graduation fees are charged to students, they will be credited to Current Funds – Unrestricted (Fund 1).

40610 Diploma Replacement Fees

If a diploma replacement fee is charged to students as permitted by F.S. 1009.23(12)(a), they will be credited to Current Funds – Unrestricted (Fund 1).

40700 – 40799 Transcript Fees

If fees are charged to students for transcripts, they will be credited to these accounts and used to finance the educational and general support activities of the college. These revenues are to be recorded in the Current Funds – Unrestricted (Fund 1).

40800 – 40849 Financial Aid Fund Fees

If fees are charged to students in support of student financial aid, they will be credited to these GLCs in the Scholarship Funds (Fund 5).

40850 – 40859 Student Activities and Service Fees

If fees are charged to students in support of student activities and services, they will be credited to these GLCs in the Current Funds – Restricted (Fund 2). Those student activities that are deemed scholarships in support of student activities shall be recorded in the Current Funds – Restricted and transferred to the Scholarship Funds. All student activities expenditures (including athletics) from these funds, regardless of final fund residence, shall be in accordance with State Board of Education Rule 6A-14.057, Student Activities, shall be subject to appropriate student/staff budget preparation and approved by the college president.

40860 – 40869 Student Capital Improvement Fees

If fees are charged to students in support of capital improvements, they will be credited to these GLCs in the Unexpended Plant Funds (Fund 7).

40870 – 40879 Technology Fees

The Council of Business Affairs, together with the Accounting Committee, unanimously recommends that revenue from technology fees authorized as part of F.S. 1009.22 and 1009.23 will be accounted for in Current Funds – Unrestricted (Fund 1). Each college will document appropriate expenditures of technology fee revenues. Any unspent technology fees will need to be identified as a Reserve of Fund Balance.

40900 – 40999 Other Student Fees

All student fees not included in GLCs 40100 – 40899 will be credited to these accounts and may include, but are not limited to: access fee (previously called registration fees) for late registration, testing fees, student insurance fees, residual student fees (immaterial over or under payments which are non-refundable and not cost effective to collect), picture identification card fees, parking fees, library fees, transportation fee, credit and convenience fee, or contract course fees. In accordance with F.S. 1009.23(18)(a), only Santa Fe College is permitted to charge the transportation access fee (as of 7/01/11). Fines and penalties would not be included here; instead, they are recorded in GLCs 487XX.

41500 – 41599 Grants and Contracts from Cities

These accounts are used to record all support received from city governments regardless of whether the funds are restricted or unrestricted as to their use. Revenues should be segregated into operating, non-operating, or Capital related as appropriate. Funds received from a city government to pay student fees of its employee should not be credited to these GLCs, but should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds.

41600 – 41699 Grants and Contracts from Counties

These GLCs are used to record all support received from county governments regardless of whether the funds are restricted or unrestricted as to their use. Revenues should be segregated into operating, non-operating, or capital related as appropriate. Funds received from a city government to pay student fees of its employee should not be credited to these GLCs, but should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds (Fund 6). These accounts will also be used to record revenue from counties for charter schools.

41700 – 41799 City Ad Valorem Tax Revenue

These GLCs are used to record all ad valorem tax revenues generated from local city sources. Revenues should be segregated into operating, non-operating, or capital related as appropriate.

41800 – 41899 County Ad Valorem Tax Revenue

These GLCs are used to record all ad valorem tax revenues generated from local county sources. Revenues should be segregated into operating, non-operating, or capital related as appropriate.

41900 – 41999 Indirect Costs Recovered/Refunded – City and County

These GLCs are used to record indirect costs recovered from city and county grants and contracts, and funds refunded or reimbursed to city and county governments. Revenues should be segregated into operating, non-operating, or capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on indirect costs.

42110 – 42119 Florida College System Program Fund (FCSPF) Appropriations

These accounts are used to record all support received from the State through the Florida College System Program Fund (FCSPF) for support of the Florida College System. (Formerly Community College Program Fund “CCPF”; name changed to FCSPF in HB 5001 of General Appropriations Act effective for fiscal year 2012-13.)

42110 – 42119 Workforce Appropriations

These accounts are used to record all support received from the State through Workforce Development funds for support of the Florida College System’s workforce programs. (Formerly Special Appropriation – Library Books.)

42130 – 42139 Special Appropriations – Other

These accounts are to be used to record all support received from the State for specified purposes, including 2+2 Public and Private Partnerships. Previous appropriations under this category included Learning Aids for Disabled Students (fiscal years 1995-96 through 1998-99) and CLAST/Gordon Rule Quality Education (fiscal years 1994-95 and prior).

42130 – Prepping Institutions, Programs, Employers, and Learners through Incentives for Nursing Education (PIPELINE).

42140 – 42149 Special Appropriation – Workforce Development (Disabled)

These accounts are used to record all support received from the State for these specified purposes.

42150 – 42159 Performance Based Incentive Funds – FSCPF

These accounts are used to record all support received from the State for these specified purposes.

42160 – 42169 Incentive Grants for Expanding Programs

These accounts are used to record all support received from the State for these specified purposes. (Formerly Education of Federal Inmates).

42170 – 42179 Critical Deferred Maintenance

These accounts are used to record all support received from the State for these specified purposes.

42180 – 42189 Equity Funds

These accounts are used to record all funds received from the State specified for use under s. 1006.71, F.S. Specific funding for these accounts is not allocated, and they are no longer used.

42210 – 42219 License Tag Fees Appropriation

All State appropriations for Capital Outlay and Debt Service (CO & DS) are secured through the first receipts from the sale of Florida automobile license tags. These fees are credited to these accounts and must be budgeted and expended only in the Unexpended Plant Funds (Fund 7) and Retirement of Indebtedness Funds (Fund 8), except for amounts withheld by the State for payment of State Board of Education bonds administrative expense and issuance costs, which should be credited to these accounts in Current Funds – Unrestricted (Fund 1).

42310 – 42319 Public Education Capital Outlay (PECO) Appropriations

These accounts are used to record all appropriations received from State PECO sources. These appropriations may only be budgeted and expended in the Unexpended Plant Funds (Fund 7).

42500 – 42509 Other State Appropriations

These accounts are used to record appropriations received from the State which cannot otherwise be classified. Revenues should be segregated into operating, non-operating, and capital related as appropriate.

42500 – Dual Enrollment Scholarship Program.

42510 – 42519 Performance Based Incentive Programs (Categorical Appropriations)

These accounts are used to record Performance Based Incentive Program Funds received from the State for these specific purposes (i.e. vocational programs) and should be recorded in Current Funds – Unrestricted (Fund 1).

42520 – 42529 Child Care Projects

These accounts are to be used to record Child Care appropriations received from the State for these specified purposes. (Formerly Hurricane Relief Appropriation.)

42530 – 42539 Commission on Community Service

These accounts are to be used to record Commission on Community Service appropriations received from the State for these specified purposes.

42550 – 42559 Martin Luther King Center for Nonviolent Social Change

These accounts are to be used to record Martin Luther King Center for Nonviolent Social Change appropriations received from the State for these specified purposes.

42560 – 42659 Energy Grant Appropriations

These accounts are to be used to record grants received from the Energy Consortium as specified in Florida Appropriation 1214A, fiscal year 1995-96. Refer to Section 14 Accounting Treatments for additional information on the Energy Consortium.

42570 – 42579 Student Advising System Appropriations

These accounts are to be used to record Student Advising System appropriations received from the State for these specified purposes.

42580 – 42589 Facilities Enhancement Challenge Grant Appropriations

These accounts are to be used to record Facilities Enhancement Challenge Grant appropriations received from the State for these specified purposes.

42590 – 42599 Distance Learning Grants

These accounts are to be used to record Distance Learning Grant funds received from the State for these specified purposes.

42610 – 42619 Lottery Funds – FCSPF

These accounts are to be used to record all appropriations from State Lottery funds. Expenditures of these funds, when identified as enhancement funds and when these funds supplement General Revenues should include: enhancement of the instructional process to avoid or mitigate instructional layoffs in the event that General Revenue appropriations are inadequate to fund ongoing instruction; to maintain open door enrollment policy; and any other expenditures which the college reasonably determines to be an enhancement as documented by the college's accounting records.

42620 – 42629 Information Technology Enhancement Grant

These accounts are to be used to record funds received from the State for the intended use to assist with the higher cost associated with Information Technology program development, expansion, and updating. These are non-recurring Lottery funds.

42630 – 42699 Lottery Funds

These accounts are used to record lottery funds received from the State for a specified purpose and should be classified into the Enhancement Challenge Grant, Phillip Benjamin Grant, or Capitalization Incentive Funds category. Revenues should be segregated into operating, non-operating, or capital related as appropriate.

42650 Lottery Funds – Capital Projects from Bond Proceeds

To account for lottery bond proceeds that were appropriated to fund selected capital projects in fiscal year 2012-13, typically allocated for State PECO sources. These revenues should be budgeted and expended in the Unexpended Plant Funds (Fund 7).

42710 – 42799 Grants and Contracts - State

These GLCs are used to record all support, restricted and unrestricted, received from the State which cannot be classified in GLCs 42110-42699. Revenues should be segregated into operating, non-operating, or capital related as appropriate. State student financial aid should be recorded in GLC 42725. Student fees paid by Vocational Rehabilitation Division or other State agencies should not be included here but should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds (Fund 6).

42725 – 42725 Grants and Contracts – State Student Aid

Funds received from the State for scholarships awards, including the Bright Futures and Florida Student Assistant Grant (FSAG) programs, should be recorded in this GLC as a non-operating revenue in the Scholarship Fund (Fund 5).

42900 – 42999 Indirect Costs Recovered/Refunded – State

These GLCs are used to record indirect costs recovered from state grants and contracts, and funds refunded or reimbursed to state governments. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on indirect costs.

43500 – 43699 Grants and Contracts – Federal

These GLCs are used to record all support, restricted and unrestricted, received from the Federal Government whether received directly from the Federal Government or indirectly through the State or other entity as the administering agency. Revenues should be segregated into operating, non-operating, or capital related as appropriate. Federal student financial aid should be recorded in GLC 43525.

43525 – 43525 Grants and Contracts – Federal Student Aid

Funds received from the Federal Government for scholarship awards, including Pell and Student Educational Opportunity Grants (SEOG), should be recorded in this GL as non-operating revenue in the Scholarship Funds (Fund 5). Federal direct loans receipts and disbursements should be recorded in GLC 211XX in the Agency Funds (Fund 6).

43900 – 43999 Indirect Costs Recovered/Refunded – Federal

These GLCs are used to record indirect costs recovered from federal grants and contracts, and funds refunded or reimbursed to the Federal Government. Revenues should be segregated into Operating, Non-Operating, or Capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on indirect costs.

44100 – 44199 Cash Contributions

These GLCs are used to record restricted and unrestricted non-operating cash gifts from an individual. Gifts for scholarships should be credited to these GLCs in the Scholarship Funds (Fund 5) only when the College designates the person to receive the award. When the donor reserves the right to designate the person to receive the award, the funds should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds (Fund 6). If a revenue needs to be segregated into operating or capital related, it is recommended that the College use GLC series 444XX to facilitate proper classification of these revenues for financial statement reporting purposes. (Formerly Gifts from Individuals.)

44200 – 44299 Non-Cash Contributions and Donations

These GLCs are used to record restricted and unrestricted non-cash gifts to the college from private entities. Revenues should be segregated into operating, non-operating, or capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on donated capital gifts.

44400 – 44499 Gifts, Grants and Contracts – Private

These accounts are used to record restricted and unrestricted cash gifts to the college from private entities. Gifts for scholarships should be credited to these accounts in the Scholarship Funds (Fund 5) only when the college designates the person to receive the award. When the donor reserves the right to designate the person to receive the award, the funds should be credited to the proper student (receivable) account in Current Funds – Unrestricted (Fund 1) or to GLC 211XX, Deposit Held in Custody for Others in the Agency Funds (Fund 6). Revenues should be segregated into operating, non-operating, or capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on donated capital gifts.

44900 – 44999 Indirect Costs Recovered/Refunded – Private

These GLCs are used to record indirect costs recovered from private grants and contracts, and funds refunded or reimbursed to the private entity. Revenues should be segregated into operating, non-operating, or capital related as appropriate. Refer to Section 14 Accounting Treatments for additional information on indirect costs.

45000 – 45099 Bookstore Sales and Commissions

These GLCs are used to record sales and commissions by the bookstore. If the bookstore is departmentalized, the various GLCs could be used to record the sales of each department separately or different GLCs could be used to separate taxable sales from non-taxable sales. This group of accounts GLCs are also used for recording bookstore sales and commissions contra-sales.

46200 – 46299 Commissions

Include all revenues from commissions earned. These GLCs will be used only in the Auxiliary Funds (Fund 3).

46400 – 46499 Rental Revenue (Short-Term)

The proceeds received from third party for right to use College property when lease period is short-term (12 months or less including options to extend even if not exercised by third party lessee) will be credited to these GLCs. These revenues should be recorded in the Current Funds – Unrestricted (Fund 1).

46500 – 46599 Lease Revenue (Long-Term)

The proceeds received from third party for right to use College property for leases that are long-term (12 months or more including options to extend even if not exercised) will be credited to these GLCs. These revenues should be recorded in the Current Funds – Unrestricted (Fund 1).

46600 – 46649 Other Sales and Services

The proceeds from all sales and services not otherwise classified, such as recyclable materials, coin copier, ancillary sales and services (culinary, cosmetology, automotive, dental, child care, etc.) will be credited to these GLCs.

46650 – 46699 Risk Management Consortium (RMC) Insurance

These GLCs are to record revenue for the RMC contributions from each of the member colleges.

46700 – 46799 Taxable Sales

The proceeds from taxable sales not otherwise classified will be credited to these GLCs.

46900 – 46999 Interdepartmental Sales

These GLCs should be used to record sales of service departments (central stores, duplicating, office machine repair, etc.) which are accounted for in the Auxiliary Funds (Fund 3). If the selling price of supplies or printing is designed to recover all costs of the service department, including salaries and fringe benefits, the service department should be accounted for in the Auxiliary Funds (Fund 3) with any profit or loss being transferred to the Current Funds – Unrestricted (Fund 1) at the end of the year. All interdepartmental revenues and corresponding expenses must be eliminated (offset) for financial reporting purposes, so revenue and expenses are not over inflated. If salaries and fringe benefits are not passed on to using departments, these activities may be accounted for in the institutional support function of the Current Funds – Unrestricted (Fund 1) and “sales” to departments should not be recorded as an interdepartmental sale, but as a contra-expense, so as not to double report expenditures.

47100 – 47199 Endowment Income – Addition to Principal

Additions to the principal on endowments should be credited to these GLCs. The income should be classified as restricted or unrestricted as specified by the terms of the endowment gift.

48100 – 48199 Interest and Dividends

These GLCs are used to record the interest and dividends earned on investments by the college and on loans made to students.

48200 – 48299 Gain or Loss on Investments

These GLCs are credited with the gain realized on the sale of investment and debited with the loss incurred on the sale of investments. For endowments, these GLCs would affect the principal account and not the income accounts.

48700 – 48799 Fines and Penalties

These GLCs are used to record library book fines, parking fines, traffic fines, returned check charges, etc. These revenues are to be recorded in the Current Funds – Unrestricted (Fund 1), except for parking and traffic fines which must be recorded in the Scholarship Funds (Fund 5) for student financial aid purposes in accordance with F.S. 1001.64(24).

48900 – 48999 Miscellaneous Revenue

These GLCs are used to record any revenue which cannot otherwise be classified. These revenues are to be recorded in the Current Funds – Unrestricted (Fund 1).

49110 – 49189 Mandatory Transfers - In

Mandatory transfers are exchanges between funds which are established by a binding legal agreement, such as a bond indenture, or are required to match outside gifts or grants, such as work-study salaries or Title IV Federal

SEOG grants. The second digit in this range of GLCs indicates the fund where the corresponding expense is recorded. For example, if the Current Funds - Restricted (Fund 2) recorded revenue in 49110, this would indicate that the Current Funds - Unrestricted (Fund 1) was charged for this expense in GLC 69120 for the same amount. While transfers in are considered an addition to the specific fund, it is offset by a corresponding deduction in another fund, and consequently transfers are eliminated from the Statement of Revenue, Expense, and Changes in Net Position.

49210 – 49289 Non-Mandatory Transfers - In

Non-mandatory transfers are allocations of unrestricted resources between fund groups which are not required by terms of a loan, or other agreements with outside persons or agencies. The second digit in this range of GLCs indicates the fund where the corresponding expense is recorded. For example, if the Current Funds - Unrestricted (Fund 1) recorded revenue in 49230, this would indicate that the Auxiliary Funds (Fund 3) was charged for this expense in GLC 69210 for the same amount. While transfers in are considered an addition to the specific fund, it is offset by a corresponding deduction in another fund, and consequently transfers are eliminated from the Statement of Revenue, Expense, and Changes in Net Position.

49500 – 49599 Proceeds from Capital Assets and Related Long-Term Debt and Sale of Property

These GLCs are used to record the proceeds and gains or losses from the sales of assets, insurance recoveries, and refunding of bonds. Transactions should be recorded only when an actual sale is made. This GLC should not be used to record the trade-in allowance on equipment traded for other equipment. Refer to Section 14 Account Treatments for additional information on Sales of Fixed Assets, Gain on Bond Refunding, and Impairment on Capital Assets.

49600 – 49699 Prior Year Corrections (Revenues)

These GLCs should be used to record immaterial corrections of revenues which were originally recorded in a prior fiscal year. Error corrections, if not material, may also be posted directly to the GLC originally debited or credited. Material corrections must either be posted directly to fund balance on the Statement of Net Position as a prior period adjustment, or will require restatement of prior period financial statements. (This is an extremely rare occurrence.)

49700 – 49799 Loan Principal and Interest Cancellation Reimbursement

These GLCs are used to record the federal reimbursement of college matched loan funds for which cancellation has been approved.

49900 – 49999 Over and Short

These GLCs are used to record cash and inventory overages and shortages.

Section 12

Expenditures

General Ledger Codes and Descriptions

Chart of Accounts:

Personnel (5 X X X X)
 Current (6 X X X X)
 Capital (7 X X X X)

Refer to Section 7 for instructions on required, suggested, unassigned and reserved general ledger codes.

Statement of Cash Flows Category:

- I = Investing**
- O = Operating**
- N = Non-Operating**
- CF = Capital Financing**
- NF = Non-Capital Financing**

Personnel Salary Expenses - Full-Time or Permanent Part-Time Positions (Each full-time and part-time G/L Code for Salary Expenses and Other Personnel Expenses is identified with a specific Personnel Data Base (PDB) Classification Code and definition. See page 12-23 through 12-25.

SCF	General Ledger Code		General Ledger Code Description
			Personnel Expenses
	50001	50109	Reserved
	50110		Salary - Risk Management Consortium
	50111	50999	Reserved
O	51000		Executive Management
	51001	51099	Reserved
O	51100		Instructional Management
	51101	51199	Reserved
O	51200		Institutional Management
	51201	51274	Reserved
O	51275		Institutional Management - DEI
	51276	51399	Reserved
O	51400		Executive, Administrative, Managerial Sabbatical
	51401	51499	Reserved
O	51500		Executive, Administrative, Managerial Regular Part-Time
	51501	51999	Reserved
O	52000		Instructional
O	52001		Instructional - Instructor/Professor
O	52002		Instructional - Librarian
O	52003		Instructional - Counselor
O	52004		Instructional - Coach
O	52005		Instructional - Supervisor
	52006	52099	Reserved
O	52100		Instructional - Overload / Supplemental
	52101	52199	Reserved
O	52200		Instructional - Substitution
	52201	52274	Reserved
O	52275		Instructional - Substitution - DEI
	52276	52299	Reserved
O	52300		Instructional - Para-Professional/Associate/Assistant
	52301	52399	Reserved
O	52400		Instructional - Sabbatical
	52401	52499	Reserved

O	52500		Instructional (Phased Retirement)
O	52501		Instructional (Phased Retirement) - Instructor/Professor
O	52502		Instructional (Phased Retirement) - Librarian
O	52503		Instructional (Phased Retirement) - Counselor
O	52504		Instructional - Regular Part-Time (FRS Participant)
	52505	52599	Unassigned
	52600	52900	Reserved
O	53000		Other Professional
	53001	53074	Reserved
O	53075		Other Professional – DEI
	53076	53099	Reserved
O	53100		Other Professional - Overload / Supplemental
	53101	53199	Reserved
O	53200		Other Professional - Substitution
	53201	53299	Reserved
O	53300		Other Professional - Para-Professional/Associate/Assistant
	53301	53499	Reserved
O	53500		Other Professional - Regular Part-Time
	53501	53999	Reserved
O	54000		Technical, Clerical, Trade and Service
	54001	54074	Reserved
O	54075		Technical, Clerical, Trade and Service – DEI
	54076	54099	Reserved
O	54100		Technical, Clerical, Trade and Service - Overtime
	54101	54499	Reserved
O	54500		Technical, Clerical, Trade and Service - Regular Part-Time
	54501	54999	Reserved

Other Personnel Expenses Part-Time (Non-Permanent)			
O	55000		Other Personnel Services - Executive, Administrative/Managerial
	55001	55999	Reserved
O	56000		Other Personnel Services - Instructional
O	56001		Other Personnel Services - Instructional/Adjunct Instructor
O	56002		Other Personnel Services - Librarian
O	56003		Other Personnel Services - Counselor
O	56004		Other Personnel Services - Coach
O	56005		Other Personnel Services - Supervisor
O	56006		Other Personnel Services - Para-Professional
	56007	56099	Reserved
O	56100		Other Personnel Services - Instructional Substitutes
	56101	56499	Reserved
O	56500		Other Professional Part-Time
	56501	56999	Reserved
O	57000		Other Personnel Services - Technical, Clerical, Trade and
	57001	57999	Reserved
O	58000		Student Employment - Institutional Work Study
	58001	58099	Reserved
O	58100		Student Employment - College Work Study Program
	58101	58199	Reserved
O	58200		Student Employment - College Work Experience Program
	58201	58299	Reserved
O	58300		Student Employment - Student Assistants

	58301	58399	Reserved
O	58400		Student Employment - Other Governmental Sources
	58401	58499	Reserved
O	58500		Employee Awards
	58501	58999	Reserved
			Personnel Benefits
	59000	59099	Reserved
O	59100		Social Security Contributions
O	59101		FICA/Medicare Contributions
	59102	59109	Reserved
O	59110		Social Security Contributions - Part-Time Employees
O	59111		FICA/Medicare Contributions - Part-Time Employees
O	59112		Social Security Alternative - Optional College Contributions
	59113	59119	Reserved
O	59200		Retirement Contributions
O	59201		Teachers' Retirement Contributions
O	59202		State and County Retirement Contributions
O	59203		Florida Retirement Contributions - Regular
O	59204		Florida Retirement Contributions - Senior Management
O	59205		Florida Retirement Contributions - Special Risk
O	59206		Optional Retirement Contributions - Division of Retirement
O	59207		DROP Retirement Contributions
O	59208		Optional Retirement Contributions - Annuity Companies
O	59209		Florida Retirement Contributions - Investment Plan
O	59210		Florida Retirement Contributions - Part-Time Employees
	59211	59219	Reserved
O	59220		Net Pension Expense
	59221	59299	Reserved
O	59300		Accrued Leave Expense
O	59301		Accrued Annual Leave Expense
O	59302		Accrued Sick Leave Expense
	59303	59399	Reserved
O	59400		Accrued Severance Pay Expense
	59401	59499	Reserved
O	59500		Other Benefits - Taxable
O	59501		Personal Use College Vehicle
O	59502		College Provided Housing
O	59503		Housing Allowance
O	59504		College Provided Expense Account
O	59505		College Provided TSA
O	59506		Moving Expense
O	59507		Deferred Compensation
O	59508		Deferred Compensation - Tax Exempt
O	59509		Automobile Allowance
	59510	59599	Reserved
	59600		Other Benefits
O	59601		Health Insurance - OPEB
O	59602		Life Insurance - OPEB
O	59603	59699	Reserved
O	59700		Insurance Benefits
O	59701		Health Insurance Contributions
O	59702		Life Insurance Contributions
O	59703		Dental Insurance Contributions
O	59704		Disability Insurance Contributions

O	59705		Eye Care Insurance Contributions
	59706	59799	Reserved
O	59800		Matriculation Benefits and Reimbursement
O	59801		Employee Matriculation Benefits
O	59802		Dependent Matriculation Benefits
O	59803		Employee Matriculation Reimbursement
O	59804		Dependent Matriculation Reimbursement
O	59805		Employee Matriculation Reimbursement - Taxable
O	59806		Dependent Matriculation Reimbursement - Taxable
	59807	59809	Reserved
O	59810		Part-Time Employee Matriculation Benefits
O	59811		Part-Time Employee Matriculation Reimbursement
O	59812		Part-Time Employee Matriculation Reimbursement - Taxable
	59813	59899	Reserved
O	59900		Personnel Expense Contingency (Budget Only)
O	59901		Contingency - Salary and Benefits (Budget Only)
O	59902		Lapse - Salary and Benefits (Negative Budget Only)
O	59903		Cost of Living Adjustments (Budget Only)
	59904	59999	Reserved
			Current Expenses
	60000		Current Expenses Control
	60001	60109	Reserved
O	60110		Expenses - Risk Management Consortium
	60111	60499	Reserved
O	60500		Travel
O	60501		Travel - In-District
O	60502		Travel - Out-of-District
O	60503		Travel - Out-of-State
O	60504		Travel - International
O	60505		Travel - Reimbursable
O	60506		Travel - Student
O	60507		Travel - Non-Employee
O	60508		Travel - Employee Recruitment
O	60509		Travel - Moving Expenses
O	60510		Travel - Other
O	60511		Travel - Risk Management Consortium
	60512	60999	Reserved
O	61000		Freight and Postage
	61001	61499	Reserved
O	61500		Telecommunications
O	61501		Local Telephone/Fax Service
O	61502		Long Distance Telephone/Fax Service
O	61503		Suncom/WATS Service
O	61504		Other Communication Service
	61505	61999	Reserved
O	62000		Printing
O	62001		Printing/Duplicating - Vendor
O	62002		Printing/Duplicating - College
O	62003		Binding
O	62004		Department Photocopying
O	62005		Department Duplicating

	62006	62499	Reserved
O	62500		Repairs and Maintenance
O	62501		Repairs and Maintenance - Building
O	62502		Repairs and Maintenance - Furniture and Equipment
O	62503		Repairs and Maintenance - Grounds
O	62504		Service Contracts/Agreements
O	62505		Repairs and Maintenance - Other
O	62506		Repairs and Maintenance - Technology
	62507	62999	Reserved
O	63000		Rentals (Short-Term)
O	63001		Rentals - Facilities
O	63002		Rentals - Equipment
O	63003		Rentals - Vehicles
O	63004		Rentals - Copy Machines
O	63005		Rentals - Other
CF	63006		Lease Purchase Payments - Capital (fund 8)
O	63007		Royalties
O	63008		Long Term Facilities Leases
O	63009		Equipment Leases - Operating
	63010	63099	Reserved
CF	63100		Lease Payments (Long-Term/Asset < \$5,000)
	63101		Lease Payments - Facilities
	63102		Lease Payments - Equipment
	63103		Lease Payments - Vehicles
	63104		Lease Payments - Copy Machines
	63105		Lease Payments - Other
	63106	63499	Reserved
O	63500		Insurance
O	63501		Insurance - Property
O	63502		Insurance - Workers Compensation
O	63503		Insurance - Student
O	63504		Insurance - Fleet
O	63505		Insurance - General Liability
O	63506		Insurance - Professional Liability
O	63507		Insurance - Patient Centered Outcomes Research Institute
	63508	63699	Reserved
O	63700		Insurance - Risk Management Consortium
	63701	63999	Reserved
O	64000		Utilities
O	64001		Heating Fuels
O	64002		Water and Sewer
O	64003		Electricity
O	64004		Garbage Collections
O	64005		Fuel, Vehicular
O	64006		Hazardous Waste Removal
O	64007		Storm Water Runoff Fees
	64008	64499	Reserved
O	64500		Other Services
O	64501		Other Services
O	64502		Institutional Membership
O	64503		Contributed Services
O	64504		Collection/Billing Services
O	64505		Advertising (Required by Law)

O	64506		SBE Bond Administrative Expense
O	64507		Contracted Instructional Services - State Fundable Enrollment
O	64508		Contracted Non-Instructional Services
O	64509		Other Services - Non-Contracted
O	64510		Advertising (Not Required by Law)
O	64511		Non-Contracted Services/Stipends
O	64512		Tuition Reimbursement, Non-Taxable
O	64513		Contracted Instructional Services - Non-Fundable
O	64514		Technology Services
O	64515		Capital Improvement Bond Administrative Expenses
	64516	64519	Reserved
NF	64520		Payment To Sub-Recipient
	64521	64574	Reserved
O	64575		Other Service - DEI
	64576	64599	Reserved
O	64600		Workforce/Wages
O	64601		Marketing/Recruitment
O	64602		Child Care
O	64603		Counseling
O	64604		Food Assistance
O	64605		Health Support
O	64606		Needs-Related Payments
O	64607		On-the-Job Training
O	64608		Occupational Skills Training
O	64609		Occupational Skills Training - Other
O	64610		Temporary Shelter
O	64611		Rent/Utilities
O	64612		Transportation
O	64613		Uniforms/Shoes
O	64614		Tools/Supplies
O	64615		Assessment
	64616	64619	Reserved
O	64620		Grant Participant Support Costs
O	64621		Registration Fees
O	64622		Subsistence Allowances
O	64623		Participant Training
O	64624		Travel Allowances
O	64625	64639	Unassigned
O	64640	64699	Reserved
O	64700		Service Provider Contracts - Workforce/Wages
	64800	64999	Reserved
O	65000		Professional Fees
O	65001		Consultant Fees
O	65002		Honoraria Fees
O	65003		Legal Fees
O	65004		Auditing Fees
O	65005		Architectural Fees
O	65006		Engineering Fees
O	65007		Other Professional Fees
O	65008		Accreditation Fees
O	65009		Bank Service Fees
O	65010		Technology Consultant Fees
	65011		College Specific Professional Service GLCs

	65100	65499	Reserved
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Current Expenses - Materials and Supplies

O	65500		Educational, Office/Department Materials and Supplies
O	65501		Educational Materials and Supplies
O	65502		Office Materials and Supplies
O	65503		Diplomas and Covers
O	65504		Hazardous Materials - Instructional
	65505	65509	Reserved
O	65510		Food Commodity for Educational Program – From Florida
O	65511		Food Commodity for Educational Program – Not from Florida
	65512	65699	Reserved
O	65700		Data Software - Non-Capitalized
O	65701		Data Software - Educational, Non-Capitalized
O	65702		Data Software - Administrative - Non-Capitalized
	65703		SBITA - Short Term
	65704	65999	Reserved
O	66000		Maintenance and Construction Materials and Supplies
O	66001		Maintenance Materials and Supplies
O	66002		Janitorial Materials and Supplies
O	66003		Automotive Materials and Supplies
O	66004		Grounds Materials and Supplies
O	66005		Construction Materials and Supplies
O	66006		Hazardous Materials - Non-Instructional
	66007	66499	Reserved
O	66500		Other Materials and Supplies
O	66501		Athletic Materials and Supplies
O	66502		Athletic Uniforms
O	66503		Non-Commodity Food
O	66504		Materials and Supplies - Other
O	66505		Departmental Uniforms
O	66506		Minor Equipment (Optional Account)
O	66507		Minor Technology Equipment (Optional Account)
	66508	66519	Reserved
O	66520		Food Commodity – From Florida
O	66521		Food Commodity – Not from Florida
	66522	66574	Reserved
O	66575		Other Materials & Supplies - DEI
	66576	66999	Reserved
O	67000		Library Resources
O	67001		Subscriptions
O	67002		Periodicals
O	67003		Books
O	67004		Other Library Collections
O	67005		E-Resources - Purchased
O	67006		E-Resources - Licensed
	67007	67499	Reserved
O	67500		Purchases for Resale
O	67501		New Books - Resale
O	67502		Used Books - Resale
O	67503		Trade Books - Resale
O	67504		Supplies - Resale
O	67505		Jewelry - Resale

O	67506		Other Items Resale
O	67507		Central Stores - Resale
O	67508		Food and Food Products - Resale
O	67509		Other Products - Resale
O	67510		Hazardous Materials - Resale
O	67511		Commodity for Resale – From Florida
O	67512		Commodity for Resale – Not from Florida
	67513	67599	Reserved
net zero	67600		Indirect Cost Expense
net zero	67601		Indirect Cost Expense - Private
net zero	67602		Indirect Cost Expense - State
net zero	67603		Indirect Cost Expense - Federal
net zero	67604		Indirect Cost Expense - Other
	67605	67699	Reserved
net zero	67700		Administrative Cost Pool Allocation
O	67701		Federal Administrative Cost Pool Allocation
	67702		Reserved
	67703	67999	Unassigned
O	68000		Scholarships and Waivers
O	68001		Scholarships
O	68002		Fundable Fee Waivers
O	68003		Textbooks, Materials and Supplies Scholarships
O	68004		Scholarship - Recoveries
O	68005		Non-Fundable Fee Waivers
O	68006		Student Stipends
O	68007		Training and Related Fees
	68008	68098	Reserved
O	68099		Scholarship - Contra
	68100	68509	Reserved
O	68510		Interest on Debt
O	68511		Interest on Unfunded OPEB
	68512	68519	Reserved
N	<u>68520</u>		<u>Interest on NonCapital Debt</u>
	68521	68529	Reserved
C	<u>68530</u>		<u>Interest on Capital Debt</u>
	68599	68999	Reserved
	69000		Payment on Debt Principal
O	69001		Loan Principal Canceled (LPCD) - 10% Prior to 7/72
O	69002		LPCD - 15% Prior to 7/72
O	69003		LPCD - 12.5% Prior to 7/72
O	69004		LPCD - 15% 7/72 and after
O	69005		LPCD - 20% 7/72 and after
O	69006		LPCD - 30% 7/72 and after
O	69007		LPCD - 12.5% 7/72 and after
O	69008		LPCD - Death
O	69009		LPCD - Disability
O	69010		LPCD - Bankruptcy
O	69011		Loan Principal Adjusted - Other
O	69012		Loan Write-Off/Assignment
	69013	69109	Reserved
net zero	69110		Mandatory Transfers - Out, to Current Funds - Unrestricted
	69111	69119	Reserved
net zero	69120		Mandatory Transfers - Out, to Current Funds - Restricted

	69121	69129	Reserved
net zero	69130		Mandatory Transfers - Out, to Auxiliary Funds
	69131	69139	Reserved
net zero	69140		Mandatory Transfers - Out, to Loan, Endowment, Annuity and
	69141	69149	Reserved
net zero	69150		Mandatory Transfers - Out, to Scholarship Funds
	69151	69169	Reserved
net zero	69170		Mandatory Transfers - Out, to Unexpended Plant and
	69171	69179	Reserved
net zero	69180		Mandatory Transfers - Out, to Retirement of Indebtedness
	69181	69209	Reserved
net zero	69210		Non-Mandatory Transfers - Out, to Current Funds -
	69211	69219	Reserved
net zero	69220		Non-Mandatory Transfers - Out, to Current Funds - Restricted
	69221	69229	Reserved
net zero	69230		Non-Mandatory Transfers - Out, to Auxiliary Funds
	69231	69239	Reserved
net zero	69240		Non-Mandatory Transfers - Out, to Loan, Endowment, Annuity
	69241	69249	Reserved
net zero	69250		Non-Mandatory Transfers - Out, to Scholarship Funds
	69251	69259	Reserved
net zero	69260		Non-Mandatory Transfers - Out, to Agency Funds
	69261	69269	Reserved
net zero	69270		Non-Mandatory Transfers - Out, to Unexpended Plant and
	69271	69279	Reserved
net zero	69280		Non-Mandatory Transfers - Out, to Retirement of
	69281	69399	Reserved
	69400		Depreciation / Amortization Expense
	69401	69499	Reserved
O	69500		Other Expenses
O	69501		Bad Debt Expense
O	69502		Inventory Losses/Write Offs
O	69503		Unemployment Compensation
O	69504		Uninsured Losses
O	69505		Loss on Sale of Property
O	69506		Impairment of Capital Assets
	69507	69599	Reserved
O	69600		Prior Year Corrections (Expenses)
	69601	69899	Reserved
	69900		Current Expense Contingency (Budget Only)
	69901		Contingency - Current Expense (Budget Only)
	69902		Lapse - Current Expense (Negative Budget Only)
	69903	69999	Reserved
			Capital Expenses
	70000		Capital Outlay Control
	70001	70109	Reserved
	70110		Minor Equipment - Risk Management Consortium
	70111	70499	Reserved
N	70500		Minor Equipment, non-capitalized, non-inventoried
	70501	70505	Reserved
N	70506		Minor Computer/Technology Equipment non-capitalized, non-
	70507	70599	Reserved
N	70600		Minor Equipment - non capitalized, inventoried

N	70601		Educational Furniture and Equipment non capitalized,
N	70602		Office Furniture and Equipment non capitalized, inventoried
N	70603		Construction and Maintenance Equipment non capitalized,
N	70604		Vehicles
N	70605		Athletic Equipment
N	70606		Technology/Equipment non capitalized, inventoried
	70607	70999	Reserved
C	71000		Furniture and Equipment

	71001	71008	Reserved
	71009		Capitalized Equipment - Risk Management Consortium
	71010		Control Account for 3 year capital asset class
CF	71011		Computer Technology

	71012	71019	Reserved
	71020		Control Account for 5 year capital asset class
CF	71021		Vehicles
CF	71022		Office Equipment
CF	71023		Educational Equipment
CF	71024		Athletic Equipment
CF	71025		Maintenance Equipment
	71026	71029	Reserved
	71030		Control Account for 7 year capital asset class
CF	71031		Office Furniture and Equipment
CF	71032		Educational Furniture and Equipment
	71033	71039	Reserved
	71040		Control Account for 10 year capital asset class
CF	71041		Buildings Additions and Portables
	71042	71999	Reserved
CF	72000		Data Software
CF	72001		Data Software - Educational
CF	72002		Data Software - Administrative
	72003		SBITA - Long Term
	72004	73000	Reserved
	73001		Other Licenses
	73002		Data Licenses - Perpetual
	73003	73009	Other Non-Depreciable Assets (Excluding land)
	73010	73049	Reserved
CF	73050		Artwork/Artifact
	73051	73099	Reserved
CF	73100		Lease Payments (Long-Term/Asset =>\$5,000)
	73101		Lease Payments - Facilities
	73102		Lease Payments - Equipment
	73103		Lease Payments - Vehicles
	73104		Lease Payments - Copy Machines
	73105		Lease Payments - Other
	73106	74999	Reserved
	75000		Buildings and Fixed Equipment
CF	75001		Architectural
CF	75002		Architectural/Engineering - Basic Services
CF	75003		Architectural/Engineering - Extra Services
CF	75004		Architectural/Engineering - Reimbursables
CF	75005		Construction Manager - Basic Services
CF	75006		Construction Manager - Extra Services

CF	75007		Construction Manager - Reimbursables
CF	75008		Job Office
CF	75009		Institutional Administration
CF	75010		Blueprinting/Duplicating/Advertising
CF	75011		Insurance
CF	75012		Survey/Test Borings
CF	75013		Permits/Fees
CF	75014		Building Acquisition
CF	75015		Demolition
CF	75016		Legal Fees
CF	75017		Site Preparation
CF	75018		Materials Testing/Inspection
CF	75019		Foundations/Structures
CF	75020		Elevator
CF	75021		HVAC (Heating, Ventilation and Air Conditioning)
CF	75022		Plumbing
CF	75023		Electrical
CF	75024		General Construction
CF	75025		General Conditions
CF	75026		HVAC Automation
CF	75027		Test and Balance
CF	75028		Construction Materials
CF	75029		Fixed Equipment
CF	75030		Resident Inspection
CF	75031		Renovation and Remodeling
CF	75032		Initial Supplies
CF	75033		Telephone Installation
	75034	75097	Reserved
CF	75098		Miscellaneous
CF	75099		Buildings and Fixed Equipment
	75100	75999	Reserved
O	76000		Remodeling and Renovation, Non-Capitalized Repairs &
	76001	76999	Reserved
Other Structures and Improvements			
CF	77000		Land
	77001	77999	Reserved
CF	78000		Leasehold - > \$25,000 / project
	78001	78999	Reserved
CF	79000		Other Structures, Land Improvements
CF	79001		Other Structures greater than \$25,000/project
CF	79002		Landscaping greater than \$25,000/project
CF	79003		Infrastructure greater than or equal to 5% Total Net Assets
	79004	79799	Reserved
	79800		Capitalized Expenditures (contra expense)
	79801	79899	Unassigned
	79900		Capital Outlay Contingency (Budget Only)
	79901	79999	Reserved

The above accounts are intended to provide the ability to record the majority of expense transactions required and/or desired in the Florida College system. Unassigned account numbers may be used by individual colleges to define more specific account titles of transaction descriptions unique to that institution. However, comparability must be maintained at the Object Code/Specific Code level.

B. Account Descriptions

The following brief account descriptions are provided for general definition and are not intended to be all-inclusive. PDB classification shall correspond to these same definitions. This will improve comparability and credibility.

Personnel Salary Expenses - Full-Time or Permanent Part-Time Positions

50000 Personnel Expenses

This is the G/L control account for all salaries, other personnel services and personnel benefits paid, or payable, during a year. Payments recorded in this account must never exceed the amount budgeted for Personnel Expenses (Account 350XX).

Persons filling an established position must be paid from funds budgeted in salary G/L Codes and must participate in a retirement system. Persons not filling an established position must be paid from funds budgeted in other Personnel Services G/L Codes and may not participate in a retirement system.

Additional specific codes may be added to the salary and OPS accounts in order to provide additional management information. For instance, instructional salaries may be classified as to 9-month personnel, summer salaries, extra pay salaries, etc.

50110 - 50130 - Risk Management Consortium

These accounts are used to record gross salary payments for Risk Management Consortium personnel.

51000 - 51099 Executive Management

These accounts are used to record gross salary payments to persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and to regularly exercise discretion, independent judgment, and to and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, executive vice president, vice president, provost or campus president (if college-wide authority), and dean (if college-wide authority and if levels between dean and president do not exist).

51100 - 51199 Instructional Management

These accounts are used to record gross salary payments to persons filling an authorized salary position whose primary duty is planning, organizing and managing the instructional and academic support functions (Function 1 and 4) of the institution or a subdivision thereof. Examples would include Academic Deans, Academic Program Directors (or title of equivalent level of authority).

51200 - 51299 Institutional Management

These accounts are used to record gross salary payments to persons filling an authorized salary position whose primary duty is planning, organizing and managing the non-instructional functions of the institution or a subdivision thereof. Examples would include non-instructional Deans and Directors (or title of equivalent level of authority).

51275 – Institutional Management – DEI

This account code is used in accordance with section 1004.06, F.S., to record salary payments for persons filling an institutional management position whose activities meet the definition of DEI in Rule 6A-14.0718, and that:

- are carried out to comply with general or federal laws or regulations,

- are carried out to obtain institutional or subject-specific accreditation,
- are student activities fees to support student-led organizations as provided in Rule 6A-14.0718(2)(g) and (5), or
- are funds other than state or federal funds as defined in Rule 6A-14.0718.
- provide ministerial or administrative activities supported by state or federal funds as defined in Rule 6A-0718(7).

51400 - 51499 Executive, Administrative, Managerial Sabbatical

These accounts are used to record gross salary payments to appropriate persons granted sabbatical leave with pay.

51500 - 51599 Executive, Administrative, Managerial Regular Part-Time

These accounts are used to record gross salary payments to appropriate persons filling a permanent part-time (subject to the State Retirement System) position.

52000 - 52099 Instructional

These accounts are used to record gross salary payments to persons filling an authorized salary position whose primary duty is to conduct organized instructional activities to include: teaching, librarian, counseling, coaching, and instructional supervision.

52075 – Instructional –DEI

This account code is used in accordance with section 1004.06, F.S., to record salary payments for persons filling an instructional position whose activities meet the definition of DEI in Rule 6A-14.0718, other than classroom instruction, and that:

- are carried out to comply with general or federal laws or regulations,
- are carried out to obtain institutional or subject-specific accreditation,
- are student activities fees to support student-led organizations as provided in Rule 6A-14.0718(2)(g) and (5), or
- are funds other than state or federal funds as defined in Rule 6A-14.0718.
- provide ministerial or administrative activities supported by state or federal funds as defined in Rule 6A-0718(7).

52100 - 52199 Instructional - Overloads/Extraloads

These accounts are used to record gross salary payments to any full-time personnel for teaching assignments (instructional or workload) on an overload or extraload basis. These accounts should be used regardless of additional compensation or additional workload assignment without additional compensation.

52200 - 52299 Instructional - Substitutes

These accounts are used to record gross salary payments to regular instructional personnel for approved classroom substitution.

52300 - 52399 Instructional - Para-Professionals

These accounts are used to record gross salary payments to full-time personnel performing instructional activities of a para-professional nature. Examples may include a teaching interpreter, teaching assistant or lab assistant performing instructional activities. These personnel normally do not possess the minimum credentials of an instructor, but are competent to the degree of providing skilled teaching as an instructor.

52400 - 52499 Instructional - Sabbatical

These accounts are used to record gross salary payments to appropriate persons granted sabbatical leave with pay.

52501 - 52503 Instructional (Phased Retirement)

These accounts are used to record gross salary payments for full-time personnel electing the Phased Retirement Option.

52504 - 52599 Instructional - Regular Part-Time (FRS Participant)

These accounts are used to record gross salary payments for regular part-time personnel participating in FRS Retirement.

53000 - 53099 Other Professional

These accounts are used to record gross salary payments to individuals employed for the purpose of performing academic support, student service, and institutional support activities. Includes employees such as department heads, coordinators, accountants, student services professionals, systems analysts, programmers, coaches, lawyers, dietitians, and pharmacists. Also includes management of the institution but may assist the EAM staff. Excludes supervisors who have executive or college-wide responsibilities in these specialist/support areas; they are reported as executive, administrative, and managerial staff.

53075 – Other Professional – DEI

This account code is used in accordance with section 1004.06, F.S., to record salary payments for persons filling a professional position other than instructional or institutional management whose activities meet the definition of DEI in Rule 6A-14.0718, and that:

- are carried out to comply with general or federal laws or regulations,
- are carried out to obtain institutional or subject-specific accreditation,
- are student activities fees to support student-led organizations as provided in Rule 6A-14.0718(2)(g) and (5), or
- are funds other than state or federal funds as defined in Rule 6A-14.0718.
- provide ministerial or administrative activities supported by state or federal funds as defined in Rule 6A-0718(7).

53100 - 53199 - Other Professional - Overloads

These accounts are used to record gross salary payments to regular professional personnel for work assignments on an overload basis.

53200 - 53299 Other Professional - Substitution

These accounts are used to record gross salary payments to regular professional personnel for approved substitution of duties.

53300 - 53399 Other Professional - Para-Professional/Associate/Assistant

These accounts are used to record gross salary payments to full-time personnel performing duties requiring knowledge or competence of an advanced nature in specific fields, as para-professionals. Examples may include legal assistants, counseling assistants and research assistants. These personnel normally do not possess the minimum credentials of a professional, but are competent to the degree of providing skilled assistance as a professional.

53500 - 53599 Other Professional - Regular Part-time

These accounts are used to record gross salary payments to appropriate persons filling a regular part-time (subject to the State Retirement System) position.

54000 - 54099 Technical, Clerical, Trade and Service

These accounts are used to record gross salary payments to persons filling an authorized

salary position whose assignments require specialized knowledge or skills which may be acquired through experience or educational programs. Examples would include secretaries, clerical and office workers, craftsmen, tradesmen, custodial, general service, etc.

54075 – Technical, Clerical, Trade and Service – DEI

This account code is used in accordance with section 1004.06, F.S., to record salary payments for persons filling an institutional management position whose activities meet the definition of DEI in Rule 6A-14.0718, and that:

- are carried out to comply with general or federal laws or regulations,
- are carried out to obtain institutional or subject-specific accreditation,
- are student activities fees to support student-led organizations as provided in Rule 6A-14.0718(2)(g) and (5), or
- are funds other than state or federal funds as defined in Rule 6A-14.0718.
- provide ministerial or administrative activities supported by state or federal funds as defined in Rule 6A-0718(7).

54100 - 54199 Technical, Clerical, Trade and Service - Overtime

These accounts are used to record gross salary payments to appropriate personnel for approved overtime compensation.

54500 - 54599 Technical, Clerical, Trade and Service - Regular Part-Time

These accounts are used to record gross salary payments to appropriate persons filling a regular part-time (subject to the State Retirement System) position.

Other Personnel Expenses - Part-Time (Non-Regular)

These series of G/L Codes identify part-time employees who generally are not subject to Florida Retirement. Exceptions may be mandated by statute, rule or F.R.S. regulations.

55000 - 55099 Other Personnel Services - Executive, Administrative/Managerial

These accounts are used to record payments to persons, normally other than regular salaried employees, when they conduct part-time administrative activities.

56000 - 56099 Other Personnel Services - Instructional

These accounts are used to record payments to persons, normally other than regular salaried employees, when they conduct part-time organized instructional activities. They should be used to pay temporary or adjunct instructors and temporary librarians/counselors/coaches/instructional supervisors/teaching assistants/teaching associates.

56100 - 56199 Other Personnel Services - Instruction Substitutes

These accounts are used to record gross salary payments to OPS instructors for approved substitution of duties.

56500 - 56599 Other Professional Part-Time

These accounts are used to record payments to persons, normally other than regular salaried employees, they conduct part-time professional activities.

57000 - 57099 Other Personnel Services - Technical, Clerical, Trade and Service

These accounts are used to record payments to technical, clerical, trade and service personnel performing casual or day labor or performing services on a temporary basis.

58000 - 58099 Student Employment - Institutional Work Study

These accounts are used to record payments to students for services rendered as work study students, both on or off campus. These students are paid from college funds.

58100 - 58199 Student Employment - College Work Study Program

These accounts are used to record payments to students for services rendered as student assistants or work study students, both on or off campus. These students are paid from federal funds (and may include required matching funds).

58200 - 58299 Student Employment - College Work Experience Program

These accounts are used to record payments to students for services rendered for on-campus work experience. These students are paid from state and local funds.

58300 - 58399 Student Employment - Student Assistants

These accounts are used to record payments to students for services rendered as student assistants. These students are paid from college, state or local funds.

58400 - 58499 Student Employment - Other Governmental Sources

These accounts are used to record payments to students for services rendered as student assistants. These students are paid from other governmental sources.

58500 - 58599 Employee Awards

These accounts are used to record payments to employees for authorized awards.

Personnel Benefits

59100 - 59199 Social Security Contributions

Charge these accounts with the college's matching portion of FICA payroll taxes on salaries paid to its employees.

59101 FICA/Medicare Contributions

Charge this account with the college's matching portion of FICA/Medicare payroll taxes on salaries paid to its employees.

59110 Social Security Contributions - Part-Time Employees

Charge these accounts with the college's matching portion of FICA payroll taxes on salaries paid to its part-time employees.

59111 FICA/Medicare Contributions - Part-Time Employees

Charge these accounts with the college's matching portion of FICA/Medicare payroll taxes on salaries paid to its part-time employees.

59112 Social Security Alternative - Optional College Contributions

Charge this account with the college's matching portion of the annuity/social security alternative, if so elected by the college.

59200 Retirement Contributions

Charge this account with the college's matching portion of retirement contributions for employees in any retirement system other than one of Florida's retirement systems.

59201 Teachers Retirement Contributions

Charge this account with the college's matching portion of retirement contributions for employees in the Teachers Retirement System.

59202 State and County Retirement Contributions

Charge this account with the college's matching portion of retirement contributions for employees in the State and County Retirement System.

59203 Florida Retirement Contributions - Regular

Charge this account with the college's matching portion of retirement contributions for employees in the Florida Retirement System, Regular Class.

59204 Florida Retirement Contributions - Senior Management Class

Charge this account with the college's matching portion of retirement contributions for employees in the Florida Retirement System, Senior Management Class.

59205 Florida Retirement Contributions - Special Risk

Charge this account with the college's matching portion of retirement contributions for employees in the Florida Retirement System, Special Risk Class.

59206 Optional Retirement Contributions

Charge this account with the college's matching portion of optional retirement contribution for employees electing the optional plan.

59207 DROP Retirement Contributions

Charge this account with the college's matching portion of DROP retirement contribution for employees electing the DROP retirement plan.

59208 Optional Retirement Contributions - Annuity Companies

Charge this account with the college's matching portion of optional retirement contribution for employees electing the optional plan.

59209 Florida Retirement Contributions - Investment Plan

Charge this account with the college's matching portion of retirement contributions for employees in the Florida Retirement System Investment Plan.

59210 Florida Retirement Contributions - Part-Time Employees

Charge this account with the college's matching portion of retirement contributions for part-time employees in the Florida Retirement System, Regular Class.

59220 Net Pension Expense

This account is used to record pension expense, net of the related deferred inflows and outflows caused by changes in the Florida Retirement System's pension plan terms and/or differences between actuarial assumptions and results recognized in the current fiscal year, in accordance with GASB 68.

59300 Accrued Leave Expense

This account is used to record the value of accrued leave expense for the purposes of disclosing the contingent leave liability. It will be expended at least on an annual, year-end basis. Refer to Section 14 Accounting Treatments for additional information on Compensated Absences.

59301 Accrued Annual Leave Expense

This account is used to record the value of accrued annual leave expense for the purposes of disclosing the contingent leave liability. It will be expended at least on an annual, year-end basis.

59302 Accrued Sick Leave Expense

This account is used to record the value of accrued sick leave expense for the purposes of disclosing the contingent leave liability. It will be expended at least on an annual, year-end basis.

59400 Accrued Severance Pay Expense

This account is used to record the value of accrued severance pay expense for the purposes of disclosing the liability. It will be expended at least on an annual, year-end basis.

59500 Other Benefits - Taxable

These accounts are used to record the college's contribution toward employee benefits such as: personal use of college vehicle, housing, expense accounts, deferred compensation, and moving expenses. These benefits are normally taxable.

59600 Other Benefits

These accounts are used to record the college's expense toward other employee post benefit (OPEB) such as: health and life insurance.

59700 Insurance Benefits

This account is used to record the college's contribution toward employee insurance programs.

59701 Health Insurance Contribution

This account is used to record the college's contribution toward employee health insurance programs.

59702 Life Insurance Contribution

This account is used to record the college's contribution toward employee life insurance programs.

59703 Dental Insurance Contribution

This account is used to record the college's contribution toward employee dental insurance programs.

59704 Disability Insurance Contribution

This account is used to record the college's contribution toward employee disability insurance programs.

59705 Eye Care Insurance Contribution

This account is used to record the college's contribution toward employee eye care insurance programs.

59800 Matriculation Benefits and Reimbursement

This account is used to record the fee waiver expense for employees and dependents and for recording the reimbursement of fees paid by employees and dependents.

59801 Employee Matriculation Benefit

This account is used to record the fee waiver expense specifically for employees.

59802 Dependent Matriculation Benefits

This account is used to record the fee waiver expense specifically for the dependents of employees.

59803 Employee Matriculation Reimbursement

This account is used to record the reimbursement of fees paid specifically by employees.

59804 Dependent Matriculation Reimbursement

This account is used to record the reimbursement of fees paid specifically by dependents of employees.

59805 Employee Matriculation Reimbursement - Taxable

This account is used to record the reimbursement of fees paid to employees which are subject to federal income taxation.

59806 Dependent Matriculation Reimbursement - Taxable

This account is used to record the reimbursement of fees paid to employees for their dependents which are subject to federal income taxation.

59810 Part-Time Employee Matriculation Benefit

This account is used to record the fee waiver expense specifically for part-time employees.

59811 Part-Time Employee Matriculation Reimbursement

This account is used to record the reimbursement of fees paid specifically by part-time employees.

59812 Part-Time Employee Matriculation Reimbursement - Taxable

This account is used to record the reimbursement of fees paid to part-time employees which are subject to federal income taxation.

59900 Personnel Expense Contingency

These accounts are used to record the budget for Personnel Expense Contingencies only and will not be used to record actual expenditures. Budgeted contingency funds would have to be transferred to an active G/L Code to be available for expenditures.

Current Expenses**60000 Current Expense Control**

This is a G/L control account for all current expenses paid, or payable, during a year. Payments recorded in this account must never exceed the amount budgeted for current expenses (Account 360XX).

60110 - 60130 Risk Management Consortium Expenses

These accounts are restricted to use by the Risk Management Consortium

60500 Travel

Include in this account payment for transportation fare, rent-a-car charges, mileage and per diem payments and related expenses of travel such as tolls, parking fees and taxi fare for persons authorized to travel at the college's expense. These persons may include college staff, students, prospective employees, official guests of the college, board members, advisory board members, etc. The account should be charged with expenses, in addition to travel, of authorized persons attending conferences and meetings.

60501 Travel - In-District

Charge this account with in-district travel expenses only.

60502 Travel - Out-of-District

Charge this account with travel expenses incurred out of the district, but within the State of Florida.

60503 Travel - Out-of-State

Charge this account with travel expenses incurred out of the State of Florida, but within the United States.

60504 Travel - International

Charge this account with travel expenses incurred out of the United States.

60505 Travel - Reimbursable

Charge this account with travel expenditures which are subject to subsequent reimbursement from outside the college. This account should be credited upon recording the receivable or receipt of reimbursement.

60506 Travel - Student

Charge this account with all student travel expenditures.

60507 Travel - Non-Employee

Charge this account with all travel expenditures for individuals representing the college on a non-employee basis.

60508 Travel - Employee Recruitment

Charge this account with travel expenditures incurred by individuals invited by the college to interview for employment.

60509 Travel - Moving Expenses

Charge this account with travel expenditures incurred in relocating new employees to the college which are non-taxable.

60510 Travel - Other

Charge this account with all other travel expenditures, not otherwise specified.

60511 - 60513 Travel - Risk Management Consortium

These accounts are restricted to use by the Risk Management Consortium

61000 Freight and Postage

Cost of postage, postage meter rental, post office box rental, freight and express (when included on a separate invoice), delivery service and any other costs of transporting things will be charged to this account.

61500 Telecommunications

This account should be charged with the costs of local and long distance telephone service, telephone installation and relocation charges and telegraph charges.

61501 Local Telephone/Fax Service

This account is used to record specifically the cost of local telephone/fax service.

61502 Long Distance Telephone/Fax Service

This account is used to record specifically the cost of long distance telephone/fax service.

61503 SUNCOM/WATS Service

This account is used to record specifically the cost of SUNCOM/WATS service.

61504 Other Communication Service

This account is used to record specifically the cost of other communication services.

62000 Printing

Include here the purchase of contracted printing, mimeographing, photostatting and blueprinting, photography and photocopying. Do not include the purchase of supplies such as mimeograph paper and photocopy supplies nor the purchase of printed forms. These items should be charged to Account 655XX, Educational and Office Materials and Supplies.

62001 Printing/Duplicating - Vendor

As defined for G/L Code 62000, specifically for externally processed printing/duplicating.

62002 Printing/Duplicating - College

As defined for G/L Code 62000, specifically for internally processed printing/duplicating.

62003 Binding

Charge to this account the cost of binding printed materials.

62004 Departmental Photocopying

As defined for G/L Code 62000, specifically for departmentally processed photocopying.

62005 Departmental Duplicating

As defined for G/L Code 62000, specifically for departmentally processed duplicating.

62500 Repairs and Maintenance

Charge to this account the cost of all repairs and maintenance performed by other than college personnel. This will include elevator maintenance, repairs to building, repairs to equipment and vehicles.

62501 Repairs and Maintenance - Buildings

As defined for G/L Code 62500, specifically for buildings.

62502 Repairs and Maintenance - Furniture and Equipment

As defined for G/L Code 62500, specifically for furniture and equipment.

62503 Repairs and Maintenance - Grounds

As defined for G/L Code 62500, specifically for grounds.

62504 Service Contracts/Agreements

As defined for G/L Code 62500, specifically for contracted maintenance and service.

62505 Repairs and Maintenance - Other

As defined for G/L Code 62500, to include repairs and maintenance not otherwise defined.

63000 Rentals (Short-Term)

The rental of nonfinancial assets (facilities, equipment, vehicles) by the College from a third party in which the rental term is

12 months or less, including options to extend, even if not exercised. The College may elect to use GLCs 63001 through 63005 to designate lease payment by nonfinancial asset type.

63001 Rentals - Facilities

As defined for G/L Code 63000, specifically for facility rentals.

63002 Rentals - Equipment

As defined for G/L Code 63000, specifically for equipment rentals.

63003 Rentals - Vehicles

As defined for G/L Code 63000, specifically vehicles.

63004 Rentals - Copy Machines

As defined for G/L Code 63000, specifically for copy machine rentals.

63005 Rentals - Other

As defined for G/L Code 63000, to include rentals not otherwise defined.

63006 Lease Purchase Payments - Capital (Fund 8)

This account is used to record installment payments on lease purchase contracts which are for terms of twelve (12) months or less. The contract value of the property under a lease purchase arrangement will be capitalized upon receipt. Lease purchase payments for long term contracts will be recorded in Fund 8 (see Section 14, Accounting Treatments). This account will be retired once GASB 87 Leases has been fully implemented.

63007 Royalties

This account is used to record royalty costs (i.e., music, dramatic scripts, etc.)

63008 Long Term Facilities Leases

This account is used to record facilities leases for terms in excess of twelve (12) months. This account will be retired once GASB 87 Leases has been fully implemented.

63009 Equipment Leases - Operating

This account is used to record operating equipment leases in excess of twelve (12) months. This account will be retired once GASB 87 Leases has been fully implemented.

63100 Lease Payments (Long-Term/Asset < \$5000)

The rental of nonfinancial assets (facilities, equipment, vehicles) by the College from a third party in which the lease term is more than 12 months (including options to extend even if not exercised) AND the underlying individual asset is less than \$5,000, so not shown as an asset on the financial statements. However, due to the materiality of the lease, the College must follow the GASB 87 Lease standard. College may elect to use GLCs 63101 through 63105 to designate lease payment by nonfinancial asset type.

63101 Lease Payments - Facilities

As defined for G/L Code 63100, specifically for noncapital facility leases. (This is not likely to occur.)

63102 Lease Payments - Equipment

As defined for G/L Code 63100, specifically for noncapital equipment rentals.

63103 Lease Payments Vehicles

As defined for G/L Code 63100, specifically for vehicles. (This is not likely to occur.)

63104 Lease Payments - Copy Machines

As defined for G/L Code 63100, specifically for copy machine rentals.

63105 Lease Payments - Other

As defined for G/L Code 63100, to include rentals not otherwise defined.

63500 Insurance

The cost of all insurance will be charged to this account. This includes workers' compensation, fidelity, automotive, fire and boiler insurance.

63501 Insurance - Property

As defined for G/L Code 63500, specifically for property insurance.

63502 Insurance - Workers Compensation

As defined for G/L Code 63500, specifically for workers' compensation insurance.

63503 Insurance - Student

As defined for G/L Code 63500, specifically for insurance purchased for students by the college.

63504 Insurance - Fleet

As defined for G/L Code 63500, specifically for fleet insurance.

63505 Insurance - General Liability

As defined for G/L Code 63500, specifically for general liability insurance.

63506 Insurance - Professional Liability (Police Officers)

As defined for G/L Code 63500, specifically for professional liability insurance for campus police.

63507 Insurance - Patient Centered Outcomes Research Institute (PCORI) Fee

To account for the new PCORI fee for institutions with self-funded health insurance plans. PCORI fees cannot be paid with Plan funds and must be paid by the employer with IRS Form 720 beginning with plan years ending after 09/30/12. Institutions with fully funded health plan, such those provided through the Florida Risk Management Consortium, will have fee paid on their behalf by plan provider (e.g. Blue Cross/Blue Shield of Florida).

63700 - 63899 Insurance paid by Risk Management Consortium

These accounts are restricted to use by the Risk Management Consortium

64000 Utilities

Cost of electricity, water, waste collection, fuel oil and gas for heating, heat and air conditioning will be charged to this account. Gas for use in laboratories will be charged to Account 65500, Educational and Office Materials and Supplies.

64001 Heating Fuels

As defined in G/L Code 64000, specifically for heating fuel expenditures. Not to include vehicles.

64002 Water and Sewer

As defined for G/L Code 64000, specifically for water and sewer expenditures.

64003 Electricity

As defined in G/L Code 64000, specifically for electricity expenditures.

64004 Garbage Collections

As defined in G/L Code 64000, specifically for garbage collection expenditures.

64005 Fuel - Vehicular

As defined in G/L Code 64000, specifically fuel for vehicles other than those used for travel purposes.

64006 Hazardous Waste Removal

As defined in G/L Code 64000, specifically for the removal of hazardous waste materials.

64007 Storm Water Runoff Fees

As defined in G/L Code 64000, specifically for storm water runoff fees.

64500 Other Services

This account is used to record the cost of services which are not otherwise classified. This would include technology services advertising authorized by law, institutional membership fees, collection expense, credit service, clipping service, laundry and towel service, It would also include amounts withheld from License Tag Fees as administrative expense of handling bonds.

64501 Other Services

This account is used to record other services not otherwise defined by another G/L Code. These services are not to include personnel costs which should be recorded as part-time or permanent part-time employees.

64502 Institutional Memberships

As defined for G/L Code 64500, specifically for institutional memberships. Personal memberships cannot be paid by the college.

64503 Contributed Services

This account is used to record the value of contributed services provided by an individual or organization, at least to the extent of student fees assessed.

64504 Collection/Billing Services

As defined for G/L Code 64500, specifically for collection/billing services.

64505 Advertising (Required by Law)

As defined for G/L Code 64500, specifically for advertising required by law.

64506 SBE Bond Administrative Expense

As defined for G/L Code 64500, specifically for SBE Bond Administrative Expense. Refer to Section 14, Accounting Treatments for additional information on SBE Bond issued.

64507 Contracted Instructional Services - State Fundable Enrollment

As defined for G/L Code 64500, specifically for contracted instructional services provided by an organization (not by an individual) which are reported as State Fundable.

64508 Contracted Non-Instructional Services

As defined for G/L Code 64500, specifically for contracted clerical, security services, custodial, etc., provided by an organization not by an individual.

64509 Other Services - Non-Contracted

As defined for G/L Code 64500, specifically for other non-contracted services.

64510 Advertising (Not Required by Law)

As defined for G/L Code 64500, specifically for advertising not required by law.

64511 Non-Contracted Services/Stipends

As defined in G/L Code 64500, specifically for non-contracted services/stipends.

64512 Tuition Reimbursement, Non-Taxable

As defined for G/L Code 64500, specifically for non-taxable tuition reimbursement.

64513 Contracted Instructional Services - Non-Fundable

As defined for G/L Code 64500, specifically for non-fundable contracted instructional services

provided by an organization not an individual.

64514 Technology Services

As defined for G/L Code 64500, specifically for contracted services provided by an organization not an individual. Includes outsourcing services.

64515 Capital Improvement Bond Administrative Expenses

As defined for G/L Code 64500, specifically for provided by an organization not an individual. Includes outsourcing services.

64520 Payment to Sub-Recipient

This account is used to record payments to sub-recipients to pass-through grants. Expenditures recorded in this account may subject the college to sub-recipient monitoring requirements of the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards §200.93](#)

64575 – Other Service – DEI

This account code is used in accordance with section 1004.06, F.S., to record the cost of other services for programs or campus activities defined as DEI in Rule 6A-14.0718, and that:

- are carried out to comply with general or federal laws or regulations,
- are carried out to obtain institutional or subject-specific accreditation,
- are student activities fees to support student-led organizations as provided in Rule 6A-14.0718(2)(g) and (5), or
- are funds other than state or federal funds as defined in Rule 6A-14.0718.
- provide ministerial or administrative activities supported by state or federal funds as defined in Rule 6A-0718(7).

64600 - 64629 Workforce/Wages and Grant Participant Support Costs

The GLC series 64600 - 64619 is used to record the cost of services provided to Workforce/Wages clients.

The GLC series 64620 - 64639 is used to record the direct costs for items such as stipends, subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings conferences, symposia or training projects in accordance with the Federal Register Code of Federal Regulations (CFR) [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards §200.75](#) Use of these GLCs will allow user to easily identify these types of expenditures for reporting purposes to the Federal agency. In addition, participant costs must be excluded when deriving the Modified Total Direct Cost (see §200.68), a component of the indirect cost rate calculation. The accounts listed are the most common representative participant costs, and others may be developed as needed by each college.

64601 Marketing/Recruitment

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for costs to recruit participants and promote the programs.

64602 Child Care

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for child care.

64603 Counseling

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for counseling services.

64604 Food Assistance

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for food assistance.

64605 Health Support

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for health services (i.e., all testing and pre-requisite training requirements, medical examinations, shots, drug tests).

64606 Needs-Related Payments

This account is used to record the cost of services provided to Workforce/Wages clients, specifically cash payments to Title III participants who do not qualify or have ceased to qualify for unemployment compensation.

64607 On-the-Job Training

This account is used to record the cost of services provided to Workforce/Wages clients, specifically reimbursement to private sector employers for the cost of the participant while in training.

64608 Occupational Skills Training

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for tuition and books.

64609 Occupational Skills Training - Other

This account is used to record the cost of services provided to Workforce/Wages clients, specifically for other fees (i.e., licensing, certifications, etc.).

64610 Temporary Shelter

This account is used to record the cost of services provided to Workforce/Wages clients, specifically hotel/motel bills for training out-of-district.

64611 Rent/Utilities

This account is used to record the cost of services provided to Workforce/Wages clients, specifically temporary assistance with rent, house payments, or utilities paid for participant.

64612 Transportation

This account is used to record the cost of services provided to Workforce/Wages clients, specifically gas allowances, bus tickets, etc.

64613 Uniforms/Shoes

This account is used to record the cost of services provided to Workforce/Wages clients, specifically uniforms/shoes required for classroom training or employment, such as nursing uniforms, shoes, safety eyeglasses.

64614 Tools/Supplies

This account is used to record the cost of services provided to Workforce/Wages clients, specifically tools/supplies required for classroom training or employment.

64615 Assessment

This account is used to record the cost of services provided to Workforce/Wages clients,

specifically testing of clients to determine placement in programs.

64620 Travel Allowances

Travel costs of the participants allowable as outlined in the grant. In training activities that involve field trips, cost of transportation for participants.

64621 Registration Fees

Registration or conference fees paid to or on behalf of participants (not employees) should be recorded in this GLC.

64622 Subsistence Allowances

To help defray the costs of personal maintenance while participating in a conference or training activity, participants may be paid a stipend, per diem or subsistence allowance, based on the type and duration of the activity, as outlined in the grant. Such allowances must be reasonable, in conformance with the policy of the grantee organization and limited to the days of attendance plus the actual travel time required to reach the conference location. Where meals or lodgings are furnished without charge or as part of the registration fee, the per diem or subsistence allowance will be reduced.

64623 Participant Training

Contracted instructional services provided by an individual or organization (not by a person who is a part-time employee). A student employee, such as a tutor hired to assist in the training efforts should be recorded in 58400. If college hires other part-time employees specifically for participant training, a college should create a unique GLC in the appropriate personnel category (i.e. 545XX for part-time employees earning retirement benefits, 570XX for part-time employees not receiving retirement benefits).

64700 Service Provider Contracts - Workforce/Wages

This account is used to record the cost of service providers' contracts for Workforce/Wages. Each contract should be set up with a unique number (i.e., 64701, 64702, etc.) as needed by each community college.

65000 Professional Fees

Professional fees to include legal fees, auditing fees, medical fees, consultant fees, honoraria paid to speakers, and any other payments of a professional nature other than payments to persons for conducting organized instructional activities. Payments to persons for instructional activities should be charged to the appropriate salary expense G/L Code.

65001 Consultants

As defined for G/L Code 65000, specifically for consultants.

65002 Honoraria Fees

As defined for G/L Code 65000, specifically for honoraria fees (non-federal funds).

65003 Legal Fees

As defined for G/L Code 65000, specifically for legal fees.

65004 Auditing Fees

As defined in G/L Code 65000, specifically for auditing fees.

65005 Architectural Fees

As defined for G/L Code 65000, specifically for architectural fees. This account should not be used

if a specific construction project can be identified. Accounts 75001, 75002, 75003 and 75004 should be charged.

65006 Engineering Fees

As defined in G/L Code 65000, specifically for engineering fees. This account should not be used if a specific construction project can be identified. Accounts 75002, 75003 or 75004 should be charged.

65007 Other Professional Fees

As defined for G/L Code 65000, for professional fees not otherwise defined.

65008 Accreditation Fees

As defined for G/L Code 65000, for accreditation fees.

65009 Bank Service Fees

As defined for G/L Code 65000, for bank service fees.

Current Expense - Materials and Supplies

A material or supply is any article which meets any one or more of the following conditions:

- 1 It is consumed in use.
- 2 It loses its original shape or appearance with use.
- 3 It is expendable, that is, if it is usually more feasible to replace it with a new unit rather than repair it when it is damaged or some of its parts are lost or worn out.
- 4 It is an inexpensive item whose small unit cost makes it inadvisable to capitalize, even if it has characteristics of equipment.
- 5 It loses its identity through incorporation into a different or more complex unit or substance.
- 6 The following expenditure categories may be prohibited by statute, regulation or rule: food and food products for employee use, gifts, personal items.

65500 Educational, Office and Departmental Materials and Supplies

This account includes classroom materials such as workbooks, music supplies, physical education supplies and art materials. Parts, metal stocks, welding rods, wood, gas, oil, electrical supplies, small tools used in occupational courses and laboratory supplies such as chemicals, test tubes and beakers should be included here. Also included are audio-visual materials such as chemicals, test tubes and beakers should be included here. Also included are audio-visual materials such as records, tapes, overlays and slides which are defined as materials or supplies (see definition above). Stationery and general office supplies such as paper, pads, staples, paper clips, ribbons, pencils, file folders, calendars, printed forms should be charged here.

65501 Educational Materials and Supplies

As defined for G/L Code 65500, specifically for instructional use.

65502 Office Materials and Supplies

As defined for G/L Code 65500, specifically for non-instructional use.

65503 Diplomas and Covers

As defined in G/L Code 65500, specifically for the cost of diplomas and covers.

65504 Hazardous Materials - Instructional

As defined for G/L Code 65500, specifically for instructional use.

65510 Food Commodity for Educational Program – From Florida

This account is used to record the cost of food commodity items from Florida that are purchased for educational programs.

65511 Food Commodity for Educational Program – Not from Florida

This account is used to record the cost of food commodity items not from Florida that are purchased for educational programs.

65700 Data Software, Non-Capitalized

This account is used to record the cost of software purchased for data systems, information systems, computer systems, word processing systems and other systems requiring operating software and documentation. These data software are not to be capitalized, as they do not meet all the criteria for capitalization (please see G/L Code 72000).

65701 Data Software - Educational, Non-Capitalized

As defined for G/L Code 65700, specifically for instructional use.

65702 Data Software - Administrative, Non-Capitalized

As defined for G/L Code 65700, specifically for administrative use.

65703 SBITA, Short Term

As defined for G/L Code 65700, specifically for payments made for subscription-based IT arrangements < 12 months.

66000 Maintenance and Construction Materials and Supplies

Charge to this account all materials and supplies used by personnel of the college to construct, repair or maintain buildings and equipment. Items would be lumber and wood products, nails, paint, floor coverings, electrical materials and supplies, plumbing materials and supplies, masonry products, asphalt and gravel, light bulbs, fuses, fire extinguisher refills, etc. It also includes tools normally used by carpenters, painters, electricians, plumbers, metal workers, masons and mechanics. Sets of tools as well as individual tools may be charged here.

66001 Maintenance Materials and Supplies

As defined for G/L Code 66000, specifically for non-capitalized maintenance materials and supplies.

66002 Janitorial Materials and Supplies

As defined for G/L Code 66000, specifically for janitorial materials and supplies.

66003 Automotive Materials and Supplies

As defined for G/L Code 66000, specifically for automotive materials and supplies consumed in servicing college operated vehicles.

66004 Grounds Materials and Supplies

As defined in G/L Code 66000, specifically for grounds materials and supplies.

66005 Construction Materials and Supplies

As defined for G/L Code 66000, specifically for construction materials and supplies. When a specific construction project is identified, this code should not be used. The appropriate 750XX G/L Code should be used to identify the construction project for subsequent capitalization.

66006 Hazardous Materials - Non-Instructional

As defined for G/L Code 66000, specifically for non-instructional hazardous materials.

66500 Other Materials and Supplies

Charge to this account any materials or supplies not otherwise classified.

66501 Athletic Materials and Supplies

As defined for G/L Code 66500, specifically for athletic materials and supplies with the exception of athletic uniforms.

66502 Athletic Uniforms

As defined for G/L Code 66500, specifically for athletic uniforms having limited useful life.

66503 Non-Commodity Food

Non-commodity (prepared or catered) food is food that does not meet the definition of Commodity Food. This account may also be used to record the purchase of food and food products that is a commodity but purchased in de minimis quantities that do not require bid solicitations.

66504 Materials and Supplies - Other

As defined for G/L Code 66500, specifically for materials and supplies not otherwise classified.

66505 Departmental Uniforms

As defined for G/L Code 66500, specifically for departmental uniforms having limited useful life.

66506 Minor Equipment (Optional Account - see also 70500)

Charge to this account all equipment classified as Minor Equipment - Non-Capitalized Non-Inventoried. The college has the authority to make its inventory threshold for minor equipment.

As defined for G/L Code 66500, specifically for minor equipment as defined by Statute or Board Policy.

66507 Minor Technology Equipment (Optional Account)

Charge to this account all equipment classified as Minor Technology Equipment - Non-Capitalized Non-Inventoried. The college has the authority to make its inventory threshold for minor equipment.

66520 Food Commodity – From Florida

This account is used to record the cost of food commodity items that are from Florida.

66521 Food Commodity – Not from Florida

This account is used to record the cost of food commodity items that are not from Florida.

66575 Other Materials & Supplies – DEI

This account code is used in accordance with section 1004.06, F.S., to record the cost of materials and supplies for programs or campus activities defined as DEI in Rule 6A-14.0718, and that:

- are carried out to comply with general or federal laws or regulations,
- are carried out to obtain institutional or subject-specific accreditation,
- are student activities fees to support student-led organizations as provided in Rule 6A-14.0718(2)(g) and (5), or
- are funds other than state or federal funds as defined in Rule 6A-14.0718.
- provide ministerial or administrative activities supported by state or federal funds as defined in Rule 6A-0718(7).

67000 Subscriptions, Periodicals, and Video Disks

The cost of expendable subscriptions, periodicals, books, E-resources, and video disks should be charged to this account when purchased for the library.

Current Expenses - Other Current Charges**67500 Non-Commodity Food for Resale**

Non-commodity (prepared or catered) food is food that does not meet the definition of Commodity Food. Any items which are purchased for resale to individuals, organizations, or other organizational units of the college will be charged to this series of accounts. Normally they will only be used by auxiliary enterprises or ancillary service departments.

67501 New Books - Resale

As defined for G/L Code 67500, specifically for new books purchased for resale.

67502 Used Books - Resale

As defined for G/L Code 67500, specifically for used books purchased for resale.

67503 Trade Books - Resale

As defined for G/L Code 67500, specifically for trade books purchased for resale.

67504 Supplies - Resale

As defined for G/L Code 67500, specifically for supplies purchased for resale.

67505 Jewelry - Resale

As defined for G/L Code 67500, specifically for jewelry purchased for resale.

67506 Other Items - Resale (formerly Cost of Goods Sold)

As defined for G/L Code 67500, to include other items purchased for resale not otherwise classified.

67507 Central Stores

As defined for G/L Code 67500, specifically for the college's central stores purchases for resale.

67508 Food and Food Products - Resale

As defined for G/L Code 67500, specifically for the college's food service operations purchased for resale.

67509 Other Products - Resale

As defined for G/L Code 67500, specifically for other products for resale.

67510 Hazardous Materials - Resale

As defined for G/L Code 67500, specifically for the resale of hazardous materials.

67511 Commodity for Resale – From Florida

Any commodity items from Florida which are purchased for resale to individuals, organizations, or other organizational units of the college will be charged to this series of accounts.

67512 Commodity for Resale – Not from Florida

Any commodity items not from Florida which are purchased for resale to individuals, organizations, or other organizational units of the college will be charged to this series of accounts. Normally they will

only be used by auxiliary enterprises or ancillary service departments.

67600 Indirect Cost

These accounts are used to record indirect costs charged to grants and contracts with the subsequent transfer of these funds to Current Funds - Unrestricted (please see Section 14, Accounting Treatments). Refer to Section 14 Accounting Treatments for additional information on Indirect Cost.

67700 Administrative Cost Pool Allocation

This account is used to allocate pooled administrative costs to specific workforce/wages programs.

67701 Federal

This account is used to allocate pooled administrative costs to specific workforce/wages programs, specifically federal funds.

67702 State

This account is used to allocate pooled administrative costs to specific workforce/wages programs, specifically state funds.

68000 Scholarships and Waivers

Charge this account for all scholarship payments to students. Do not include payments to students for loans or for services rendered.

Do not include awards to students when the donor reserves the right to designate the person to receive the award. In these cases, the funds should be credited to the proper student fee account in the Current Funds or should be charged to Account 21100, Deposits Held in Custody for Others, in the Agency Funds.

Under certain conditions, a student's fees may be waived. All student fees should be reported as income, however, even though they may not be collected. When fees are waived, the proper income account(s) should be credited and this account should be debited, thus reflecting the gross income and the expense to the college. (Please see Waiver/Exemption Examples and Definitions at the end of this section)

68001 Scholarships

As defined for G/L Code 68000, specifically for student scholarships.

68002 Fundable Fee Waivers

As defined for G/L Code 68000, specifically for student fee waivers funded by the state. Refer to Section 14 Accounting Treatments for additional information on Fundable Fee Waivers and Exemptions

68003 Textbooks, Materials and Supplies Scholarships

As defined for G/L Code 68000, specifically for student textbooks, materials and supplies scholarships.

68004 Scholarship - Recoveries

This account is used to record the scholarships recovered due to non-acceptance or reimbursement for overpayment. It will reflect a credit balance when used.

68005 Nonfundable Fee Waivers

As defined for G/L Code 68000, specifically for student fee waivers approved by the Board of Trustees, but not funded by the state. Refer to Section 14 Accounting Treatments for additional information on Fee Waivers and Exemptions.

68006 Student Stipends

As defined for G/L Code 68000, specifically for student stipends.

68007 Training and Related Fees

This account is used to record the cost of services provided to Workforce/Wages clients, specifically training and related fees for clients.

68099 Scholarship Contra Account

This account is used for elimination entries for reporting purposes in compliance with Governmental Accounting Standard 35.

68500 Interest on Debt

This account is used to record interest costs of retiring debt. In order to properly classify expenditure on financial statements, this GLC is divided into 68520 Interest on NonCapital Debt, specifically when College has entered into a lease agreement with term of 12 months or greater (including extensions) AND individual underlying assets are less than \$5,000. If the individual underlying assets are valued at \$5,000 or more, then 68530 Interest on Capital Debt should be used to record interest expense. Refer to Section 14 Accounting Treatments for additional information on Leases and Payment of Principal and Interest on Debt (SBE Bonds Issued).

69000 Payments on Debt Principal

This account is to be charged for all payments made to retire loan-term debts of the college except short-term loans/lease purchases (term of 12 months or less, including extensions) in which case GLC series 630XX should be used. For long-term leases (term of 12 months or longer), GLC series 631XX or 731XX should be used depending on the value of the underlying asset. (See GLC descriptions for additional details.)

This account should be charged for the amount of SBE Bonds retired each year as reported by the State Board of Administration, and the off-setting credit would be to Revenue Account 42210, License Tag Fees Appropriation.

At the end of each year, in all funds except the Retirement of Indebtedness Fund, account 69000 will be credited and account 26200 will be debited for the amount of Loans and Lease-Purchase debts paid. In the Retirement of Indebtedness Fund, Account 69000 will be credited and Account 31100, Fund Balance - College, will be debited for the amount of bonds retired. (also see G/L Code 26100). Refer to Section 14 Accounting Treatments for additional information on Payment of Principal and Interest on Debt (SBE Bonds Issued).

69001 Loan Principal Canceled (LPCD) - 10% Prior to 7/72

This account is used to record appropriate loan principle reductions for Student Loans. Appropriate loan cancellation entries should be recorded to G/L Codes 69002 through 69012.

69110 Mandatory Transfers - Out

Accounts 691XX are used to record transfer of funds between funds (interfund transfers). G/L Codes 691XX are used to record the mandatory transfer out of a fund to a specific fund and requires a corresponding entry to G/L Code 491XX in the receiving fund.

Mandatory transfers are fixed by a binding legal agreement such as a bond indenture, debt service or are required to match outside gifts or grants such as work-study salaries or Title VI grants. Refer to Section 14 Accounting Treatments for additional information on Matching Funds.

Transfers are not classified as expenses. They are other deductions to a fund and should be reported so on the Statement of Current Funds Revenues, Expenditures and Other Changes.

The transfers distinguish both fund and function. The fourth digit of the G/L Code 691(or 2) XX denotes the fund being transferred to. The fifth digit 691(or 2) XX denotes the function for which the transfer is required when transferring from Current Funds - Unrestricted or Restricted to any fund except the Agency Funds. The fifth digit will correspond with:

1. Instruction
2. Research
3. Public Service
4. Academic Support
5. Student Support
6. Institutional Support
7. Physical Plant Operations/Maintenance
8. Student Financial Aid
9. Transfers Out from any fund except Current Funds - Unrestricted or Restricted

Example: Mandatory transfer to retire lease purchase debt, one-half of the amount for instructional equipment and one-half for administrative equipment.

\$ X, XXX.XX 69181 (Instructional)

\$ X, XXX.XX 69186 (Administrative)

69210 Non-Mandatory Transfers - Out

Other transfers of a non-mandatory nature are allocations of unrestricted resources between fund groups which are not required either by terms of loans or by other agreements with outside persons or agencies. Accounts 692XX are used to record the transfer of funds out of the fund to a specific fund and require a corresponding entry to G/L Code 492XX in the receiving fund.

69400 Depreciation/Amortization Expense

Include in these accounts depreciation / amortization expense on capital assets/leases which cost \$5,000 or more. Refer to Section 14 *Accounting Treatments for additional information on Capital Leases and Depreciation.*

69500 Other Expenses

Charge these accounts with any expenses not otherwise classified. It is recommended that these accounts not be used and a specific G/L Code be incorporated or created and assigned for use. This process will be determined by the materiality of each other expense entry.

69501 Bad Debt Expense

This account is used to record bad debt expense based upon estimated uncollectible loans and accounts receivable. G/L Code 130XX, Allowance for Uncollectible Accounts, should be credited when G/L Code 695XX, Bad Debt Expense is debited.

69502 Inventory Losses/Write Offs

This account is used to record the value of losses in inventory derived from completing an inventory and identifying losses, spoilage or obsolete stock.

69503 Unemployment Compensation

This account is used to record the cost of unemployment compensation charges.

69504 Uninsured Losses

This account is used to record the cost incurred in indemnifying uninsured losses or deductibles.

69506 Impairment of Capital Assets

This account is used to record the cost incurred in indemnifying impairment of fixed assets. Refer to Section 14 Accounting Treatments for additional information on Impairment of Capital Assets

69600 Prior Year Corrections (Expenditures)

This GLC should be used to record immaterial corrections of expenditures which were originally recorded in a prior fiscal year. Error corrections, if not material, may also be posted to the original GLC. Material corrections must either be posted directly to fund balance on the Statement of Net Position as a prior period adjustment or will require restatement of prior period financial statements. (This is an extremely rare occurrence.)

69900 Current Expense Contingency (Budget Only)

These accounts are used to record the budget for Current Expense Contingencies only and will not be used to record actual expenditures. Budgeted contingency funds would have to be transferred to an active G/L Code to be available for expenditures.

Capital Outlay Expenses**70000 Capital Outlay Control**

This is the G/L control account for all Capital Outlay expenditures during a year. Payments recorded in this account must never exceed the account budgeted for Capital Outlay (Account 370XX).

Capital Outlay expenditures are usually made to purchase items which will be capitalized (transferred to the Invested in Plant Fund). However, there are exceptions to this rule. To be capitalized, an acquired asset should meet the following:

- 1 Represents an investment of money which makes it feasible and advisable to capitalize. The minimum value of equipment to be capitalized should be established by each District Board of Trustees and should not exceed the amount as authorized in Florida Statutes, Chapter 274.
- 2 Is not consumable, i.e., is not used up or materially changed through use.
- 3 Normally has a useful life of at least one year.

Capital Outlay acquisitions which will not be capitalized should meet the same conditions as above except for item 1 - they do not represent an investment of money which makes it feasible and advisable to capitalize. The primary reason why this type of purchase should be classified as a Capital Outlay expenditure rather than a Current Expense expenditure is out of consideration for college department heads and budget supervisors. At the time budget estimates are prepared, usually 6 to 18 months before the expenditure is actually made, it is very difficult to estimate the exact cost of a piece of equipment. The price actually paid may be materially different from the estimate, due to quantity purchasing, changed specifications, poor estimating or several other reasons. To require departments to prepare budget amendments between Current Expense and

Capital Outlay for this type of purchase is very time consuming, as well as a nuisance. Even so, colleges may charge these expenditures to Current Expense if that practice best fits their particular needs

70110 - 70139 Minor Equipment for Risk Management Consortium

These accounts are restricted to use by the Risk Management Consortium

70500 Minor Equipment - Non Capitalized Non-Inventoried (Optional Account see also 66506)

Charge to this account all equipment classified as Minor Equipment - Non-Capitalized Non-Inventoried. The College has the authority to make its inventory threshold for minor equipment. The expenses should not be transferred to the Invested in Plant Fund. When preparing the Annual Cost Analysis Report, they should be included as if they were Current Expenses.

70600 Minor Equipment - Non Capitalized

Charge to this account all equipment classified as Minor Equipment -Non-Capitalized Inventoried. The College has the authority to make its inventory threshold for minor equipment. The expenses should not be transferred to the Invested in Plant Fund. When preparing the Annual Cost Analysis Report, they should be included as if they were Current Expenses.

71000 Furniture and Equipment - greater than or equal to \$5,000

This account is used for all furniture and equipment purchases greater than or equal to \$5,000 which are to be capitalized. This will include all educational/classroom equipment, office furniture and equipment, maintenance equipment, tractors, vehicles, etc. Items classified in the 71000 series have been eliminated in accordance with GASB 34 & 35 requirements. Refer to the new control accounts established for this type of acquisition. Refer to Section 14 Accounting Treatments for additional information on Purchase of Capital Assets.

71010 Control Account for 3-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 3-year class of equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71011 Computer Equipment 3-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for computer equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71020 Control Account for 5-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5-year class of equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71021 Vehicles 5-Year Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for vehicles. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71022 Office Equipment 5-Year Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5-year office equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71023 Educational Equipment 5-Year Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5-year educational equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71024 Athletic Equipment - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5-year athletic equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71025 Maintenance Equipment - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 5-year maintenance equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71030 Control Account for 7-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 7-year class of equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71031 Office Equipment 7-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 7-year office equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71032 Educational Furniture and Equipment 7-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 7-year educational equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71040 Control Account for 10-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 10-year class of equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification.

71041 Educational Furniture and Equipment 10-Year Capital Asset Class - greater than or equal to \$5,000

These accounts have been established to provide a control balances for 10-year educational equipment. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to the proper asset classification. This account would include portable buildings and building additions.

72000 Data Software

These accounts have been established to provide a control balances for owned data software. Software to be capitalized must meet all of the following criteria: absolute useful life of one year or more; must be owned, not licensed; must have a value of \$XXXXXXX or more; must be practically markable for inventory purposes. These accounts are established for budget and expenditure control purposes and will not be reported as expenditures on the financial statements but carried to

the proper asset classification. Sub account this section by using 72001 for Educational Software and 72002 for Administrative Software.

72003 SBITA, Long Term

As defined for G/L Code 72000, specifically for payments made for subscription-based IT arrangements > 12 months.

73001-73009 Other Non-Depreciable Assets (excluding land)

73001 – Other Licenses

73002 – Data Licenses – Perpetual

73050 Artwork for Collection

Charge this account all costs of acquiring collectible artwork. This collectible artwork is not depreciable.

73100 Lease Payments (Long-Term/Asset >= \$5000)

The rental of nonfinancial assets (facilities, equipment, vehicles) by the College from a third party in which the lease term is more than 12 months (including options to extend even if not exercised) AND the underlying individual asset \$5,000 or more, so asset is reported on the financial statements. College may elect to use GLCs 73101 through 73105 to designate lease payment by nonfinancial asset type.

73101 Lease Payments - Facilities

As defined for G/L Code 73100, specifically for facility leases.

73102 Lease Payments - Equipment

As defined for G/L Code 73100, specifically for equipment leases.

73103 Lease Payments Vehicles

As defined for G/L Code 73100, specifically for leases.

73104 Lease Payments - Copy Machines

As defined for G/L Code 73100, specifically for copy machine leases.

73105 Lease Payments - Other

As defined for G/L Code 73100, to include leases not otherwise defined.

75000 Building and Fixed Equipment

Charge this account all costs of acquiring buildings. Architect fees, drawings, blueprints, postage, long distance telephone charges, construction contracts and any other costs incurred in the constructing of buildings should be charged here.

Major repairs or renovations of buildings is properly charged to this account even if they do not lead to an addition to the Invested in Plant Fund. The installation of any equipment which is permanently attached to a building such as an elevator or a central air conditioning system is charged to this account. Window air conditioners and water coolers would not be included here.

75001 Architect - Master Planning

As defined for G/L Code 75000, specifically for architectural costs in master planning.

75002 Architect/Engineer - Basic Services

As defined for G/L Code 75000, specifically for architect/engineer - basic services which are those general services as defined by the contract with the architect/engineer.

75003 Architect/Engineer - Extra Services

As defined for G/L Code 75000, specifically for architect/engineer - extra services which are defined by the contract. These may include special consultants and special services not available with the architect/engineering firm.

75004 Architect/Engineer - Reimbursable

As defined for G/L Code 75000, specifically for cost incurred by the architect/engineer which are normally charged directly to the college. They may include testing, borings and other limited services.

75005 Construction Manager - Basic Services

As defined for G/L Code 75000 and 75003, specifically for contracted construction management - basic services.

75006 Construction Manager - Extra Services

As defined for G/L Code 75000 and 75003, specifically for contracted construction management - extra services.

75007 Construction Manager - Reimbursable

As defined for G/L Code 75000 and 75004, specifically for contracted construction management - reimbursable expenses.

75008 Job Office

As defined for G/L Code 75000, specifically to be the cost of renting/leasing and operating a portable construction office or trailer.

75009 Institutional Administration

As defined for G/L Code 75000, specifically the prorated cost of direct facilities construction administration by college employees. This account is debited and appropriate salary G/L Code is credited if the college elects not to record direct salary expenses in the project account.

75010 Blueprinting/Duplicating/Advertising

As defined for G/L Code 75000, specifically for blueprinting, duplicating and legal advertising costs.

75011 Insurance

As defined for G/L Code 75000, specifically for the cost of temporary construction insurance.

75012 Survey/Test Borings

As defined for G/L Code 75000, specifically for surveying and test borings.

75013 Permits/Fees

As defined for G/L Code 75000, specifically for permits and fees.

75014 Building Acquisition

As defined for G/L Code 75000, specifically for the acquisition of existing structures.

75015 Demolition

As defined for G/L Code 75000, specifically for the demolition of structures.

75016 Legal Fees

As defined for G/L Code 75000, specifically for legal fees required or incurred due to construction.

75017 Site Preparation

As defined for G/L Code 75000, specifically for site preparation.

75018 Materials Testing/Inspection

As defined for G/L Code 75000, specifically for testing materials and inspecting construction.

75019 Foundations/Structures

As defined for G/L Code 75000, specifically for the construction of the foundation and basic structure.

75020 Elevator

As defined for G/L Code 75000, specifically for the cost of elevator(s).

75021 HVAC (Heating, Ventilation and Air Conditioning)

As defined for G/L Code 75000, specifically for HVAC costs.

75022 Plumbing

As defined for G/L Code 75000, specifically for plumbing costs.

75023 Electrical

As defined for G/L Code 75000, specifically for electrical costs.

75024 General Construction

As defined for G/L Code 75000, specifically for general construction costs where specific construction G/L Codes cannot be identified.

75025 General Conditions

As defined for G/L Code 75000, specifically for general condition costs to include site fencing, temporary utilities, equipment rented for general contractor use, etc.

75026 HVAC Automation

As defined for G/L Code 75000, specifically for equipment acquired to control and operate HVAC systems.

75027 Test and Balance

As defined for G/L Code 75000, specifically for testing and balancing the HVAC systems.

75028 Construction Materials

As defined for G/L Code 75000, specifically for purchasing major construction materials which will be capitalized as a part of the construction project.

75029 Fixed Equipment

As defined for G/L Code 75000, specifically for fixed equipment attached or affixed to the permanent structure.

75030 Resident Inspection

As defined for G/L Code 75000, specifically for resident inspection costs. A college employee assigned to the project, such as a clerk of the works would be classified as G/L Code 75030.

75031 Renovation and Remodeling

As defined for G/L Code 75000, specifically for capitalized renovation costs.

75032 Initial Supplies

As defined for G/L Code 75000, specifically for initial supplies required to occupy a facility. These may include filled fuel tanks, spare parts, special housekeeping materials and other consumables.

75033 Telephone Installation

As defined for G/L Code 75000, specifically for telephone installation costs.

75098 Miscellaneous

As defined for GL code 75000, specifically for construction costs not otherwise classified and being immaterial in nature.

75099 Buildings and Fixed Equipment

For use by colleges who do not wish to record individual components of building construction

76000 Non-Capitalized Repairs, Maintenance, Remodeling, and Renovation, and Other Structures and Improvements

This account is used to record non-capitalized repairs and maintenance costs.

77000 Land

Charge to this account only the original cost of land plus acquisition costs. Do not charge site development costs.

78000 Leasehold greater than \$25,000 per project

Charge this account only the original cost of the leasehold. Useful life is 10 years, unless life of the lease is less than 10 years. Otherwise, capitalize at life of lease.

79000 Other Structures and Land Improvements

Charge this account with the costs of site development, parking lots, sidewalks, outdoor lighting systems, utility systems, flagpoles, fences and other improvements Useful life 10 years. Items recorded in the 79000 expenditure series have been eliminated in accordance with GASB 34 & 35 requirements. Refer to the specific GLCs for each type of acquisition under this category. Refer to Section 14 Accounting Treatments for additional information on Other Structures and Land Improvements.

79001 Other Structures

Charge to this account only other structure improvements with a cost of greater than the bid threshold for the College.

79002 Land Improvements

Charge to this account only land improvements with a cost of greater than the Level III bid threshold defined by the College. Do not charge site development costs.

79003 Infrastructure with a cost equal to or greater than 5% of total net assets

Charge to this account only infrastructure with a cost equal to or great than 5% of total net assets (college-wide). Infrastructure includes things like street, roads, driveways, walkways, sewer systems, drainage systems and retention ponds. (Refer to GASB 34, paragraph 19)

79800 Capitalized Expenditures from borrowed funds (contra expense)

Credit this account in an amount equal to the amount capitalized at year-end from borrowed funds expensed in the Unexpended Plant Fund and capitalized in the Invested in Plant Fund. This contra expense will provide a clearer reflection of funds expended (gross) prior to and should be closed into fund balance at year-end.

79900 Capital Outlay Contingency (Budget Only)

These accounts are used to record the budget for Capital Outlay Contingencies only and will not be used to record actual expenditures. Budgeted contingency funds would have to be transferred to an active G/L Code to be available for expenditures.

Personnel Data Base - Classification Codes/Occupational Activity Code

		<u>Code</u>	<u>Title</u>
01	-	Executive	
02	-	Instructional	
03	-	Instructional Support	
04	-	Librarian/Counselor	
05	-	Teaching Assistant/Associate	
06	-	Professional Support	
07	-	Clerical/Secretarial	
08	-	Technical/Paraprofessional	
09	-	Skilled Crafts	
10	-	Service/Maintenance	
11	-	Student Employment	

		<u>G/L CODE</u>	<u>PDB CODE</u>
51000	-	01	
51100	-	03	
51200	-	06	
51400	-	01	
51400	-	03	
51400	-	06	
51500	-	01	
51500	-	03	
51500	-	06	
52000	-	02	
52001	-	02	
52002	-	04	
52003	-	04	
52004	-	06	
52005	-	02,03	
52100	-	02	
52200	-	02	
52300	-	05	
52400	-	02	
52500	-	02,05	
53000	-	06	
53100	-	06	

53200	-	06
53300	-	07,08
53500	-	06
54000	-	07
54000	-	08
54000	-	09
54000	-	10
54100	-	07,08,09, or 10
54500	-	07,08,09, or 10
55000	-	01,03, or 06
56000	-	02
56001	-	02
56002	-	04
56003	-	04
56004	-	06
56005	-	03
56006	-	05,08
56100	-	02
56500	-	06 or 07
57000	-	07,08,09, or 10
58000	-	N/A
58100	-	N/A
58200	-	11
58300	-	11
58400	-	N/A
58500	-	N/A

PDB Employee Classification Definitions

01 - Executive - These accounts are used to record gross salary payments to persons who exercise primary college-wide responsibility for the management of an institution. Assignments must require the performance of work directly related to management policies and require the incumbent to customarily and to regularly exercise discretion, independent judgment, and to direct the work of major divisions of college employees and functions. Examples of positions included in this category are: president, executive vice president, vice president, provost or campus president (if college-wide authority), and dean (if college-wide authority and if levels between dean and president do not exist).

02 - Instructional Staff - All persons whose specific assignments customarily are made for the purpose of conducting instruction, academic research, curriculum development or public service as a principal activity (or activities), and who may hold academic-rank titles of professor, associate professor, assistant professor, instructor, adjunct instructor, lecturer or the equivalent of any one of these academic ranks.

Instructional personnel on sabbatical leave will be included at their regular salary; replacement for these personnel should not be reported. Instructional personnel on leave without pay should not be reported; full-time replacement for these should be included.

03 - Instructional. Support - This personnel category includes those persons who provide direct managerial support to instructional departments or divisions while devoting a smaller portion of their time (from 0% to less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. If less

than 50% they should be prorated at 10% of the position and salary to Instructional Staff per course taught, per year.

04 - Librarian/Counselor - If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category. Otherwise, prorate 10% of their position and salary to Instructional Staff per course taught, per year.

05 - Teaching Assistant/Associate - Teaching Assistant/Associate assists department chairperson, faculty or other professional staff members in the college performing any combination of the following duties: develops teaching materials such as syllabi and visual aids; prepares and gives examinations; assists in student conferences; and/or grades examinations and papers.

06 - Professional Support - these accounts are used to record gross salary payments to individuals employed for the purpose of performing academic support, student services, and institutional support activities. Includes employees such as department heads, coordinators, accountants, student services professionals, systems analysts, programmers, coaches, lawyers, dietitians, and pharmacists. Also includes management of the institution but may assist the EAM staff. Excludes supervisors who have executive or college-wide responsibilities in these specialist/support areas; they are reported as executive, administrative, and managerial staff.

07 - Clerical and Secretarial - Includes those persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Also include sales clerks such as those employed full-time in the bookstore and library clerks who are not recognized as librarians.

08 - Technical and Paraprofessionals - Includes those persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior/community colleges or through equivalent on-the-job training. Include computer operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational-activity categories but which are institutionally defined as technical assignments.

Includes persons who perform some of the duties of a professional or technician in a supportive role which usually requires less formal training and/or experience than normally required for professional or technical status.

09 - Skilled Crafts - Includes those persons whose assignments typically require special manual skills and a thorough or comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or their formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, carpenters, compositors and typesetters.

10 - Service/Maintenance - Includes those persons whose assignments typically consist of janitorial, custodial, grounds, transportation, and other semi-skilled or unskilled labor activities.

Part-Time/Full-Time Conversion

Part-Time Instructional Personnel are calculated to equal 1 FTE by dividing the total credit hour

equivalents taught per year by 30 credit hours.

Part-Time Non-Instructional Personnel are calculated to equal 1 FTE by dividing the total hours worked per year to 2,000 hours (50 weeks' x 40 hours per week).

Full-Time Employees may be counted as less than 1 FTE if their position/salary is prorated between two or more classification codes.

Full-Time Instructional Personnel are calculated to equal 1 FTE by dividing the total credit hour equivalents taught per year by 30 hours. This will properly result in overloads, extra terms, etc. calculating additional FTE or percentages of FTE for each instructor.

Full-Time Non-Instructional Personnel who teach one or more classes per year are prorated to "Instructional Staff" at the rate of 10% or their position/salary per course taught per year.

Data Reporting/Collection Frequency

This data shall be provided based upon:

1. Data based on estimated FTE positions, salaries, titles, etc. at the beginning of each fiscal year.
2. Data based on actual FTE positions, salaries, titles, etc. at the end of each fiscal year.

Clarification of Terminal Sick Leave Payout (Refer to FDOE Memorandum 04-12 dtd 3/31/03 (see Section 18 of this Manual) Since the duties of certain administrative employees vary significantly depending upon the size and organizational structure of the college, it is difficult to identify a particular title or even a class of employment that would always be considered staff other than instructional or educational support employees. When this section of the statute was first implemented, the college business officers discussed how to comply and generally agreed that employees paid out of the 510XX general ledger codes should always be considered staff other than instructional or educational support employees for purposes of compliance, but that the colleges, at the discretion of their local boards of trustees, could identify additional codes to be included as long as all employees paid from that code treated consistently.

NOTE: The above clarification from Division FDOE was adopted by the Council of Business Affairs Steering Committee in February 2004 and the Council of Business Affairs in June 2004.

Section 13

Assignment of General

Ledger Codes

ASSIGNMENT OF GENERAL LEDGER CODES

Unassigned G/L Codes may be utilized by the colleges to identify G/L classification unique to their institution. Some unassigned codes may become **Required** in use upon assignment by the Division for the Florida College System or through recommendation from the *Accounting* Committee. **Reserved** G/L Codes may be assigned **Required** use status where the creation of a new object code is logical and necessary. The college requesting a "new" **Required** code will contact the Division for the Florida College System and request the G/L establishment. If appropriate, and the need for establishing is concurred, the Division for the Florida College System and the *Accounting* Committee will take proper measures to seek formal State approval and update the Accounting Manual for distribution.

Reserved codes may be assigned to **Required** or **Unassigned** categories through the same process. The intent of this process is to ensure uniformity, timeliness and to remain abreast of future revisions to national fund accounting standards.

Bold codes marked with an asterisk (*) are mandated for Financial Data Base data submission purposes, Fund I only.

Section 14

Accounting Treatments

Section 14

Accounting Treatments

The Accounting Manual for Florida's Public Colleges is not intended to be a textbook. Its purpose is to provide uniform terminology and classifications in order that there is comparability between the various colleges within the State with respect to financial reporting. There are, however, always instances in which it is beneficial, even to the most experienced accountant, to have textbook examples of certain accounting entries. This section is devoted to such examples and the definition of certain accounting concepts and terminology as required by the Governmental Accounting Standards Board (GASB).

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Assets

Cash and Cash Equivalents

1. **Cash Receipts and Cash Payments on the Statement of Cash Flows:** For the purposes of the cash flow statement, cash and cash equivalents are defined as short-term, highly liquid investments that are both (a) readily convertible to known amounts of cash; (b) So near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Generally, only investments with original maturities of three months or less meet this definition. (GASB 9, Page 4, Line 9)
 - a. **Operating Activities** generally result from providing services and producing and delivering goods, and include all transactions and other events that are not defined as capital and related financing, noncapital financing or investing activities. Cash flows from operating activities generally are the cash effects of transactions and other events that enter into the determination of operating income. (GASB 9, Page 6, Line 16) If net additions and deductions to and from fiduciary activity funds, which would include Federal Direct Loans receipts and disbursements, are **significant**, GASB 84, paragraph 19 indicates that they should be reported as inflows and outflows within the operating section of the Statement of Cash Flows.
 - b. **Noncapital financing activities** includes borrowing money for purposes other than to acquire, construct, or improve capital assets and repaying those amounts borrowed, including interest. This category includes proceeds from all borrowings (such as revenue anticipation notes) not clearly attributable to acquisition, construction, or improvement of capital assets, regardless of the form of the borrowing. Also included are certain other interfund and intergovernmental receipts and payments. (GASB 9, Page 7, Line 20)
 - c. **Capital and Related Financing Activities** (a) acquiring and disposing of capital assets used in providing services or producing goods, (b) borrowing money for acquiring, constructing or improving capital assets and repaying the amounts borrowed, including inters, and (c) paying for capital assets obtained for vendors on credit. (GASB 9, Page 9, Line 23).
 - d. **Investing activities** include making and collecting loans (except program loans, as discussed in paragraph 19, page 7) and acquiring and disposing of debt or equity instruments. (GASB 9, Page 9, Line 26).
 - e. Distinguishing between Capital and Noncapital Financing Borrowings for capital purposes generally are readily distinguishable from borrowings for other purposes. For example, mortgages, capital improvement bonds, and time pay arrangements for purchasing equipment are clearly for capital purposes. (GASB 9, Page 10, Line 29).
2. **Cash, and Cash Equivalents – Unexpended Plant Fund**

Cash and cash equivalents should be reported as Noncurrent Cash and Cash Equivalents, net of the cash to cover current liabilities for the Unexpended Plant Fund. The amount of cash in the Unexpended Plant Fund to cover current liabilities should be reported in the current classification as Restricted Cash and Cash Equivalents, so that current liabilities and current cash for the Unexpended Plant Fund are equal.

GL	GL Description	DR	CR
	Assets: Current Assets		
101XX	Restricted Cash and Cash Equivalents	XXXX	
101XX	Cash and Cash Equivalents		XXXX
	<i>(To record cash in the Unexpended Plant Fund to cover current Unexpended Plant Fund Liabilities.)</i>		
	Assets: Noncurrent Assets		
101XX	Restricted Cash and Cash Equivalents	XXXX	
101XX	Cash and Cash Equivalents		XXXX
	<i>(To record cash in the Unexpended Plant Fund to cover cash and cash equivalents less current liabilities.)</i>		

Capital Assets

1. **Capital Asset Types** - The following is a table of the general capital asset expense general ledger codes (GLC) along with the corresponding GLC asset types that a College will typically have. A College may have additional asset classifications or sub-classifications as necessary to accurately represent the capital assets owned. Useful lives may vary accordingly. The expected useful life for leased asset is the **shorter** of the life of the underlying asset or the lease term.

Capital Asset Expense GL Range	Capital asset GL Range	Asset Type	Expected Useful Life
78000	190XX	Capital Lease and Leasehold Improvement	Variable
77000	191XX	Land	Perpetual
75XXX	192XX	Buildings	40 years
79XXX	193XX	Other Structures and Improvements	10 years
71XXX	194XX	Furniture, machinery & Equipment	
		3 year Capital Assets: computers and related items	3 years
		5 year Capital Assets: vehicles, office machinery, educational equipment	5 years
		7 year Capital Assets: office furniture and fixtures, educational furniture	7 years
		10 year Capital Assets: portables	10 years
72000	195XX	Other Assets – Depreciable	Variable
73050	196XX	Other Assets – Non Depreciable	Perpetual
731XX	190XX	Leases Assets	Variable
75XXX, 79XXX	198XX	Construction in Progress	Temporary Status

2. **Recording Capital Assets** – Purchased capital assets should be recorded with the following two generalized journal entries.

GL	GL Description	DR	CR
	Unrestricted Current Fund 1, Restricted Current Fund 2, Auxiliary Fund 3, Unexpended Plant Fund 7		
7XXXX	Capital Asset Expense	XXXX	
101XX	Cash		XXXX
	<i>(Record Capital Asset Expense where it is paid from.)</i>		
	Investment in Plant Fund 9		
19XXX	Corresponding Capital Asset Type in Fund 9	XXXX	
7XXXX	Capital Asset Expense		XXXX
	<i>(To eliminate Capital Asset Expenses and to record capital assets.)</i>		

3. **Donations of capital assets** - Assets donated to the institution are referred to as nonreciprocal transfers because they are transfers in one direction. When assets are acquired in this manner they should be recorded as an asset and donated capital in the amount equivalent to the fair market value of the asset at the time of donation.

GL	GL Description	Dr	Cr
	Investment in Plant Fund 9		
19XXX	Capital Asset Type for Donation in Fund 9	XXXX	
44242	Donated Gifts		XXXX
	<i>To record donated Capital Assets.</i>		

4. **Building Additions**

Defined as adding 3 of the 4 walls. Add to the cost to the original building. In general, you will not restart depreciation back to the original asset life. For example, Building Z is 10 years with an original 40-year life. Addition is completed in year 10; add the cost of the addition to the building and depreciate total for the remaining 30 years.

This may have to be adjusted depending on the age of the building and the size and cost of the addition.

a. **BUILDINGS - NOT FULLY DEPRECIATED:** Depreciate down to its estimated economic value prior to the renovation; add the renovation cost, re-start the 40-year depreciation schedule.

b. **BUILDINGS - FULLY DEPRECIATED:** Remove the cost and associated depreciation of old building; renovation cost would be cost of the new building; useful life would begin again at 40 years.

5. **Sale of Capital Asset**

Example Journal Entries

Assumptions:

- Original cost of asset = \$30,000;
- Accumulated depreciation on asset at time of sale = \$4,000
- Proceeds from sale = \$20,000

GL	GL Description	DR	CR
	Current Unrestricted Fund 1		
101XX	Cash	20,000	
495XX	Proceeds from Sale of Property		20,000
	<i>(To record the cash proceeds from the Surplus property or other sale – No Gain or Loss.)</i>		
	Investment in Plant Fund 9		
495XX	Proceeds from Sale of Property	20,000	
49505	Gain (loss) on Sale of Property	6,000	
194X9	Accumulated Depreciation	4,000	
194XX	Furniture, Machinery and Equipment		30,000
	<i>(To remove the asset and the associated depreciation from the books and record the sale along with associated loss.)</i>		

Note: the GLC 49505 should be used to record both the loss and a gain on the sale of fixed assets.

Ending results:

- Cash of \$20,000 from sale recognized on the balance sheet (SNP).
- Proceeds of \$20,000 from sale of property eliminated across funds, not reflected on income statement (SCRENPN).
- Asset's original cost of \$30,000 and associated accumulated depreciation of \$4,000 removed from SNP. (Net Book Value = \$26,000.)
- Loss from sale of capital asset of \$6,000 will be recognized on the SCRENPN. (\$20,000 Cash proceeds - \$26,000 Net Book Value.)

6. **Recognizing Capital Asset Impairment**

When an asset's ability to provide service is significantly reduced in a way that could not have been anticipated, that event should be recognized in the financial statements as an impairment loss. GASB Statement 42 requires that the loss be recognized immediately rather than spreading the impact over the asset's remaining useful life. The service utility decline must be **both** significant and unexpected. Temporary impairments should not be recognized.

GL	GL Description	DR	CR
	Investment in Plant Fund 9		
69506	Impairment of Capital Asset	XXXX	
19XXX	Capital Asset		XXXX
	<i>(To record the loss and write down the value of the impaired capital asset.)</i>		
	Unexpended Plant Fund 7		
101XX	Cash	XXXX	
69506	Impairment of Capital Asset		XXXX
	<i>(To record the receipt of insurance proceeds received in the same year.)</i>		
101XX	Cash	XXXX	
49520	Insurance Recovery		XXXX
	<i>(To record the receipt of insurance proceeds received in a subsequent year.)</i>		

Impairment losses should be reported on the Statement of Revenues, Expenses and Changes in Net Assets either as operating expenses, special items, or extraordinary items based on the specific facts and circumstances. Related insurance recoveries in subsequent years should be reported as program revenues, non-operating revenues or extraordinary items, consistent with the manner of reporting the loss. Note that in some instances capital asset impairment will not be eligible for insurance proceeds, or the College may elect not to file a claim with their insurance provider. In either of these cases, only the Fund 9 journal entry shown above would be applicable.

Restoration or replacement of the impaired asset should be recorded separately from the impairment loss.

7. Leases

Effective July 1, 2020 GASB 87, *Accounting for Leases*, redefines a lease, so they will no longer be classified as either an operating or capital lease. A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land vehicles, and equipment. any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in the Statement. **The underlying foundation is that leases are financing arrangements.**

Listing of common lease arrangements not subject to GASB 87 (this is not all exceptions, refer to GASB 87 for all).

- A. Leases that are short-term (12 months or less including options to extend that are more than likely to be exercised) should be expensed or recognized as revenue in the current annual period.
- B. The lease definition excludes contracts for services except those contracts that contain both a lease component and a service component. Only the lease component is to be considered as part of lease. Service components are to be expensed in the period they are performed.
- C. Leases of **intangible assets**, including rights to explore for or to exploit natural resources such as oil, gas, and minerals and similar non-regenerative resources; licensing contracts for items such as **motion picture films, video recordings, plays, manuscripts, patents, and copyrights**; and licensing contracts for **computer software**. In sublease transactions, however, this Statement does apply to the intangible right-to-use assets that are created by the original leases of tangible underlying assets.
- D. Leases of biological assets, including timber, living plants, and living animals.
- E. Leases of inventory.
- F. Contracts that meet the definition of a **service concession arrangement** in paragraph 4 of Statement No. 60, Accounting and Financial Reporting for Service Concession Arrangements.
- G. Leases in which the underlying asset is financed with outstanding conduit debt, unless the underlying asset and the conduit debt are reported by the lessor.
- H. A contract that transfers ownership of the underlying asset to the lessee by the end of the contract and does not contain termination options that is not reasonably certain of being exercised should be reported as a financed purchase (See GASB 87, paragraph 19: Implementation Guide Question 4.21). Financed capital assets should be added to their natural class of assets and the long term debt should be recognized and reported following the Long Term Debt accounting treatment.
- I. \$1 leases – they are not exchange transactions and thus not subject to these rules

Leases should only be recognized and the standard applied when leases are material.

- A. Individual Colleges should determine what their level of materiality to recognize leases.
- B. Materiality should be measured both on an individual asset basis as well as an overall basis for the asset class when many small items are leased under one or more lease contracts.

Plant assets acquired through long-term leases are recorded to an asset account, "Leased Assets – Capital Asset Type" and a corresponding liability account "Lease Payable" in the Investment in Plant Fund. Lease payable amounts at yearend need to be classified as either current or noncurrent. Leased assets are generally recorded at the lesser of the present value of the minimum lease payments or the fair value of the leased property. The amount of the lease payments computed as interest payable in future years is not recorded but is disclosed in the Notes to Financial Statements.

College is Lessee – Lease of Capitalized Equipment (Asset over \$5,000) – 3-year lease (36 months)

	Fund	GLC	Description	Amount
			Record receipt of Asset and Recognize Liability	
DR	09	19002	Leased Asset – Equipment	\$ 9,000
CR	09	26610	Lease Payable – Current	(3,000)
CR	09	26620	Lease Payable – Non Current	(6,000)
			<i>College would report in leased capital assets in different GLCs to differentiate asset type at their discretion.</i>	
			Record payment of Lease	
DR	Any	73102	Rentals – Equipment (Lease Payments-Equipment)	\$250
DR	Any	68530	Interest on Capital Asset Debt	50
CR	Any	10100	Cash	(300)
			<i>73102 will net to zero between the purchasing fund and fund 9.</i>	
			Recognize reduction of Lease Liability Associated with Payment	
DR	09	26610	Lease Payable – Current	\$250
CR	09	73102	Rentals – Equipment (Lease Payments-Equipment)	(250)
			<i>This will net the payment in other fund, so across all funds principal payment = \$0.</i>	
			Record Amortization in Year 1 of 3 lease for all of Year 1	
DR	09	69400	Amortization	\$3,000
CR	09	19009	Leased Assets, Accumulated Depreciation	(3,000)
			<i>*Depreciation term should reflect life of underlying asset or term of lease (including extensions), whatever is shorter.</i>	

The amount of the asset, “Leased Assets – Capital Asset Type” is to be amortized on a straight line basis over the shorter of life of the lease or the remaining service life of the asset. That amortization is to be presented separately from the related assets in the Notes to the Financial Statement:

GL	GL Description	Dr	Cr
	Investment in Plant Fund 9		
694XX	Depreciation/Amortization	XXXX	
190X9	Amortization – Leased Assets		XXXX
	<i>To record depreciation/amortization of assets under capital lease.</i>		

8. Other Structures and Improvements

a. Definition

Infrastructure assets are long lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Portables may be classified as either OSI or tangible personal property. The classification will depend on how portable the modular dwelling is and this can vary.

b. Initial Recording – Composite Grouping

OSI for many Colleges were capitalized prior to ten years’ worth of expenditures. OSI can be determined from the past ten audit reports at the time of implementation of GASB 35 (FYE 2002 was the first year GASB 35 was implemented). Since OSI capitalized in this manner might not have been specifically identified, Colleges may adopt procedures to dispose of property identified and depreciated as a composite grouping. Currently, there are about 20 years of capitalized expenditures in the gross OSI records. Since OSI generally has a ten year expected life and the amounts are sitting in the gross amounts for OSI, the longer a College goes without disposing of OSI, the College will have larger gross amounts of OSI and accumulated depreciation on OSI. Disposing of the older, fully depreciated OSI composite grouping will not change the amount reported as OSI but will streamline the records to support the gross amounts in the accounting system.

c. Capitalization Threshold and Useful Life

If the cost for an OSI item or project is greater than the College defined bid threshold and has a useful life of 10 years or greater, record cost using GLC 790XX and record asset in GLC 193XX. Colleges may define OSI assets or asset groups to have lives other than ten years as long as the useful life reflects the expected tenure of the asset or asset group.

If the cost for an OSI item or project does not meet criteria for capitalization, use GLC 76000 or 66000.

9. Intangible Assets

a. Background

GASB 51 was effective for fiscal years beginning after June 15, 2009 (fiscal year 2009-10) for the State of Florida and its component units. GASB 51, Accounting for Intangible Assets, in reference to data software indicates that the cost of implementation should be capitalized and amortized. This assumes that the systems are **material**. Statement 51 provides for capitalization of systems back to 1980 (only if they are still in operation and material). The capitalization of the cost of perpetual licenses is optional with the implementation of GASB 51. Perpetual licenses, if recognized, are not amortizable while the capitalized costs of implementation are amortizable over the useful life of the initial implementation.

b. Useful Life of Intangible Assets

The useful life of an intangible asset will vary and will be dependent upon the facts supporting the asset under consideration.

c. Journal Entries related to GASB 51

GLC	GL Description	Debit	Credit
	Fund 9		
19620	Data Software License - Perpetual	XXXX	
31200	Invested in Plant		XXXX
	<i>To record perpetual licenses as Data Software in accordance with GASB 51.</i>		
19500	Data Software - Capitalized Costs of Implementation (amortizable)	XXXX	
19599	Accumulated Depreciation		XXXX
31200	Invested in Plant		XXXX
	<i>To record the costs of Data Software Implementations at June 30, 2012 to initially recognize costs in accordance with GASB 51.</i>		
69400	Amortization Expense	XXXX	
19599	Accumulated Depreciation		XXXX
	<i>To record amortization expense for Capitalized Implementations for the FYE June 30, 20XX.</i>		
	<i>(Would need to do closing entry just like Depreciation Expense at year-end.)</i>		
19801	Data Software - In progress	XXXX	
31200	Invested in Plant		XXXX
	<i>To record costs of Implementation that are capitalizable for Data Software in Progress.</i>		

Deferred Outflows

Liabilities

Long-Term Debt

1. **Notes, Loans, or Bonds Payable** - Funds borrowed under long-term financing arrangements to finance plant acquisitions are recorded as a liability of the Investment of Plant Fund. Proceeds from the financing arrangement are debited to Cash in the Unexpended Plant Fund and credited to a liability account. The particular liability account credited depends on the nature of the instrument used for the financing arrangement (for example, Notes, Loan, or Bonds Payable).

GL	GL Description	DR	CR
	Unexpended Plant Fund		
101XX	Cash	XXXX	
262X0	Note/Loan/Bond Payable		XXXX
	<i>To record proceeds from long term notes to finance plant acquisition.</i>		

Until the proceeds of the indebtedness are expended, the expended amounts and the related liabilities are transferred will remain in the Unexpended Plant Fund. Consequently, there may be instances when the asset (Construction in Progress) and liability will reside in the Unexpended Plant fund at fiscal year-end. Once the asset is complete, the total cost will be transferred to the Investment in Plant Fund as well as any associated debt.

The amounts should not be recorded as expenditures of the Unexpended Plant Fund but should be recorded as a reduction to the liability by debiting the appropriate liability account and crediting cash as the disbursements are made.

GL	GL Description	DR	CR
	Unexpended Plant Fund		
262X0	Note/Loan/Bond Payable	XXXX	
101XX	Cash		XXXX
	<i>To record the purchase of plant assets from proceeds of financing arrangements.</i>		
	Investment in Plant Fund		
194XX	Construction in Progress (or Capital Asset)	XXXX	
262X0	Note/Loan/Bond Payable		XXXX
	<i>To record the purchase of plant assets from proceeds of financing arrangement. (Could be any capital asset type being financed.)</i>		

Plant assets purchased through long-term installment purchase agreements are recorded in the Investment in Plant Fund as fixed assets with a corresponding liability in the amount of the principal payable. The interest payable in future years is not recorded but is disclosed in the Notes to Financial Statements

GL	GL Description	DR	CR
194XX	Furniture, Machinery and Equipment	XXXX	
264X0	Contract Installment Purchase Payable		XXXX
	<i>To record acquisition of plant assets through installment purchase agreements in the amount of the purchase price-principal.</i>		

2. SBE Bonds

Journal Entry upon the issuance of SBE Bonds. a summary distribution memorandum will be forwarded to each participating college from the FDOE, Department of Educational Facilities Budgeting. The resulting entry is as follows:

GL	GL Description	DR	CR
	Unexpended Plant Fund		
101XX	Cash	XXXX	
26100	Bonds Payable		XXXX
48100	Bond Premium*		XXXX
	<i>To record Bond Proceeds, Bond issuance costs and Bonds Payable.</i>		
	<i>*Example is for Bonds sold at a premium. If Bonds are sold at a discount, net against Bonds Payable 26100.</i>		
64506	SBE Bonds Administration Expense	XXXX	
101XX	Cash		XXXX
	<i>To immediately expense debt issuance costs per GASB 65.</i>		

Recording of SBE Bonds Sinking Funds

Upon the rule of SBE Bonds, a summary distribution memorandum will be forwarded to each participating college from the FDOE, Department of Educational Facilities Budgeting. The resulting entry is as follows:

GL	GL Description	DR	CR
	Retirement of Indebtedness Fund		
16400	Investments – SBA	XXXX	
26100	Bonds Payable		XXXX
26300	Interest Payable*		XXXX
	<i>To record the Bond Sinking Fund associated with SBE Bond Series.</i>		
	<i>*Direct Cost of Issuance</i>		

Payment of Principal and Interest on Debt

To the extent Current Fund resources are used to fund the payment of principal and interest on long-term debt, cash equal to the amounts of the principal and interest payments should be recorded as a Mandatory Transfers - Out in the appropriate Current Fund and as a Mandatory Transfers - In the Retirement of Indebtedness Fund. The payment of principal and interest on long-term debt (including Bonds Payable, Notes Payable, Obligations Under Installment Purchase Agreements, and Obligations Under Capital Lease Agreements) is recorded as an expenditure of the Retirement of Indebtedness Fund. At the time the payment of principal on debt is disbursed from the Retirement of Indebtedness Fund, an entry is made in the Investment in Plant Fund to reduce (debit) the appropriate liability account and offset the amount of the principal payment.

GL	GL Description	DR	CR
	Current Funds – Unrestricted or Restricted		
69180	Mandatory Transfers-Out to Retirement of Indebtedness Fund	XXXX	
101XX	Cash		XXXX
	<i>To record the transfer for cash from Current Funds to the Retirement of Indebtedness Fund for the payment of principal and interest</i>		
	Retirement of Indebtedness Fund		
101XX	Cash	XXXX	
49110 or 49120	Mandatory Transfers-In from Current Funds Unrestricted or Restricted		XXXX
	<i>To record the transfer of cash from Current Funds to the Retirement of Indebtedness Fund for the payment of principal and interest.</i>		
69000	Payment on Debt Principal	XXXX	
685X0	Payment on Debt Interest	XXXX	
101XX	Cash		XXXX
	<i>To record payment of principal and interest on debt.</i>		
	Investment in Plant Fund		
261X0	Bonds Payable	XXXX	
262X0	Notes Payable	XXXX	
264X0	Installment Purchase Payable	XXXX	
264X0	Capital Lease Payable	XXXX	
69000	Payment on Debt Principal		XXXX
	<i>To reduce long-term liabilities and offset the net investment in plant by the amount of principal payments on debt paid from the Retirement of indebtedness Fund.</i>		

Gain on Bond Refunding

When callable bonds are refunded resulting in a reduced liability, the gain on refunding should be recorded as follows:

GL	GL Description	DR	CR
	Investment in Plant Fund		
261X0	Bonds Payable	XXXX	
49506	Gain on Refunding of Bonds		XXXX
	<i>To reduce the amount of Bonds Payable outstanding and recognize the gain on refunding callable bonds.</i>		

10. Capital Improvement Revenue Bonds Issued (Premium or Discount)

a. Background

Pursuant to Florida Statute 1009.23(11)(b) Colleges upon the District Board of Trustees resolution may pledge Capital Improvement Fees for Bonds issued by the Division of Bond Finance (See section 16 Legal and Authoritative References). The Division of Bond Finance will provide the College with all the information detailing the sales transaction. The resulting entry is as follows upon receipt of delivery of the proceeds:

GL	GL Description	DR	CR
	Plant Funds		
101XX or 102XX	Cash or Investments	XXXX	
64515	CI Bond Administrative Expenses*	XXXX	
15300	Deposits Receivable-Bond Trustee	XXXX	
261XX	Bonds Payable		XXXX
481XX	Bonds Premium and Interest Earnings		XXXX
	<i>To record the receipt of the bond issue proceeds</i>		
	*Expenses include such items as cost of issuance, underwriters discount, insurance and bond issued at a discount.		

b. Payment of Principal and Interest

To the extent that the pledged capital improvement fees are used to fund the payment of principal and interest on this long-term debt the remittances can be recorded in the Investment in Plant Fund. Should an institution want to record all debt payments in the Retirement of Indebtedness fund refer to accounting treatment 7, Plant Funds.

GL	GL Description	DR	CR
	Plant Funds		
261XX	Payment on Debt Principal Reduction of Bond Payable	XXXX	
68530 or 236XX	Payment on Debt Interest or Interest Payable	XXXX	
64515	CI Bond Administrative Expenses	XXXX	
15300	Deposits Receivable-Bond Trustee		XXXX
101XX	Bonds Premium and Interest Earnings		XXXX
	<i>To reduce the long-term bond payable liability by the principal payment and record the interest and administrative expenses due.</i>		

c. Rebutable Arbitrage

In some cases, arbitrage can result for Capital Improvement Revenue Bonds, if the investment of the proceeds from the sale of the bonds yields a higher rate resulting in income in excess of interest costs. Colleges are required to fund a rebate account at the State Board of Administration if such income from the earnings exceeds the effective yield on the related tax-exempt debt issued. If a college is required to fund a rebate account, the Division of Bond Finance will annually notify the college of the amount to be remitted. The accounting treatment for funding the arbitrage rebate account is as follows (this example assumes the college already has an account set up through the State Board of Administration specifically for arbitrage rebate liabilities):

GL	GL Description	DR	CR
	Plant Funds		
102XX	Restricted Investments – SBA	XXXX	
101XX	Restricted Cash		XXXX
	<i>To record the payment to fund the arbitrage rebate liability account.</i>		
64515	CI Bond Administrative Expense	XXXX	
22820	Arbitrage Payable – Noncurrent		XXXX
	<i>To recognize the estimated arbitrage payable for the capital improvement revenue bonds account rebate deficit.</i>		

When annual statements are received in subsequent years, and the rebate liability needs additional funding, interest income should be recorded and the additional liability should be adjusted as follows:

GL	GL Description	DR	CR
	Plant Funds		
102XX	Restricted Investments – SBA	XXXX	
481XX	Interest Income		XXXX
	<i>To record interest earned on the SBA investment account-related to the arbitrage rebate account.</i>		
102XX	Restricted Investments	XXXX	
101XX	Restricted Cash		XXXX
64515	CI Bond Administrative Expense	XXXX	
22820	Arbitrage Payable – Noncurrent		XXXX
	<i>To record the payment to fund the arbitrage rebate liability account.</i>		

If the rebate liability account requires a decrease based upon the annual statement received from the Division of Bond Finance, the excess will be transferred to the sinking fund to be applied to the next debt service payment on the bonds:

Arbitrage Payable-Noncurrent (22820) XXXX Restricted
Investments-SBA (102XX) XXXX

Since the Federal rule related to payment of the arbitrage requires payment every five years, at maturity of the debt, or upon completion of the project (as stated in the bond documents), whichever is earliest, the following entry would be done for the satisfaction of the arbitrage liability (assumes all interest is already recorded and the liability is now classified as a current liability in 22810, and any excess money in the rebate account is sent to the sinking fund). Note: For financial statement presentation you may need to adjust between current/non-current arbitrage payable depending on when payment is due and financial year end dates:

Plant Funds
Arbitrage Payable-Current (22810) XXXX
Restricted Investments-SBA (102XX) XXXX

11. **Compensated Absences**

- a. GASB 16 requires employers to accrue a liability for employees’ rights to receive compensation for future absences when certain conditions are met. Such liability is normally reflected as obligations of an institution’s assets. However, since Florida Colleges are primarily State supported institutions, we consider the liability for compensated absences an obligation of the State and record an offsetting reserve of fund balances. This will result in a “negative” balance for this “Amounts to be Financed in Future Years” reserve account and in the total fund balances, unless unallocated fund balances exceed the negative reserve. This reserve amount should equal the liability amount.
- b. GASB 16 provides [two methods for valuing the compensated leave liability](#). The two methods are the termination payments method and the vesting method. For consistency, when GASB 16 was first effective the former Office of the Comptroller, Department of Banking and Finance, Bureau of Accounting prescribed that component units of the State of Florida should use the “vesting” method. Under the vesting method, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments. To calculate the liability, these accumulations should be reduced to the maximum amount allowed as a termination payment. GASB 16 further indicates the following when calculating the Compensated Absence Liability:
 - (1) The liability should be calculated based on the pay rates in effect at the balance sheet date unless the employer pays employees at other than their pay rates like a lump sum or as established by contract, regulation or policy.

- (2) The liability calculation should include salary-related payments associated with payment of the compensated absences, using the rates in effect at the balance sheet date. (Retirement, federal taxes, etc.) (Paragraph 11) A College may wish to calculate and document its own vesting methodology rather than utilizing the former State agency mandated methodology.
- c. In budgeting for the annual change in compensated leave, it may be difficult to determine whether compensated leave will increase (due to additional leave being earned during the year) or will decrease (due to use of leave, retirements, terminations, etc.). Therefore, the recommended budgeting procedure is that of budgeting an assumed increase in compensated leave, equal to an estimated value the maximum leave entitled to be earned, assuming no use of leave. This budget may then be amended to a lesser amount or reversed to a negative budget (reduced accrual), as appropriate, at year end.
- d. Entries to record the liability are as follows.

GL	GL Description	DR	CR
	Recording the Liability and Expense		
593XX	Accrued Compensated Leave	XXXX	
227XX	Accrued Compensated Leave Payable		XXXX
	<i>To record the change in accrued compensated leave. The entry will be reversed when leave payable is reduced. The signs may be reversed if in fact the accrued leave liability is less than the previous June 30.</i>		
	Closing Entry		
31100	Fund Balance – College	XXXX	
593XX	Accrued Leave Expense		XXXX
	<i>This entry may be automatic as a function of “closing” the revenue and expense accounts at year-end.</i>		
	Adjusting Entry		
30800	Amount Expected to be Financed in Future Years	XXXX	
31100	Fund Balance – College		XXXX
	<i>This entry creates or amends the “negative” reserve of fund balance entitled “Amount Expected to be Financed in Future Years”.</i>		

12. Other Post Employment Benefits (OPEB)

a. Background

GASB 75 requires employers to accrue a liability for employees’ rights to receive Other Post- Employment Benefits (OPEB) when certain conditions are met. Such liability is normally reflected as obligations of an institution’s assets. However, since Florida Colleges are primarily State supported institutions, we consider the liability for OPEB an obligation of the State and record an offsetting reserve of fund balances. This will result in a “negative” balance for this “Amounts to be Financed in Future Years” reserve account and in the total fund balances, unless unallocated fund balances exceed the negative reserve. This reserve amount should equal the liability amount. If the college elects to “fund” the reserve, the unallocated fund balances exceed the negative reserve. This reserve amount should equal the liability amount. If the college elects to “fund” the reserve, the unallocated fund balances may never be negative.

b. Annual Journal Entry

The College’s total OPEB liability is measured annually based either on a full valuation performed by actuaries or by a roll forward valuation also performed by actuaries if there were not significant changes to plan offerings or enrollments. The actuaries will provide the calculated Total OPEB Liability (TOL) following actuarial assumptions and other inputs. Annually the change in the TOL needs to be adjusted to reflect the accurate OPEB liability in the financial statements. In addition, an entry needs to be entered record subsequent contributions to the TOL as the measurement date of the valuation report is as of June 30 of the prior year end.

To Record OPEB amounts for Measurement Period

596XX	Health & Life Insurance Expense	153,422	
29910	Deferred Inflow – OPEB		49,569
19908	Deferred Outflows – OPEB ((Prior Year (Benefit Payments))		124,583
227XX	OPEB Liability	20,730	
	<i>To record OPEB amounts for the measurement period when the TOL decreased.</i>		

To Record Subsequent Contributions for OPEB from the Measurement Date to the Reporting Date

19908	Deferred Outflows OPEB	117,274	
596XX	Health & Life Insurance Expense		117,274
	<i>To record contributions subsequent to the Measurement Date.</i>		

13. Early Retirement/Separation Plans

Like Compensated Absences, the college shall accrue a liability for the employees' elected and irrevocable acceptance of a long term, early retirement/separation plan. Such liability is normally reflected as obligations of an institution's assets. However, since Florida Colleges are primarily State supported institutions, we consider the liability for these plans as an obligation of the State and record an offsetting reserve of fund balances. This will result in a "negative" balance for this "Amounts to be Financed in Future Years" reserve account and in the total fund balances, unless unallocated fund balances exceed the negative reserve. This reserve amount should equal the liability amount. If the college elects to "fund" the reserve, the unallocated fund balances may never be negative.

GL	GL Description	DR	CR
595XX	Deferred Compensation	XXXX	
26500	Special Termination Benefits Payable		XXXX
	<i>To record the Liability and Expense associated with an Early Retirement/Separation Plan.</i>		
31100	Fund Balance – College	XXXX	
595XX	Deferred Compensation		XXXX
	<i>Closing Entry – This entry maybe "automatic" as a function of closing the revenue and expense accounts at year-end.</i>		
30800	Amount Expected to be Financed in Future Years	XXXX	
31100	Fund Balance – College		XXXX
	<i>This entry creates or amends the "negative" reserve of fund balance entitled "Amount Expected to be Financed in Future Years".</i>		

Deferred Inflows

Fund Balance

Revenues

Indirect Cost Revenues

1. Indirect Costs

Indirect costs are those that have been incurred for purposes common to a number of specific projects, programs or activities of an institution, but which cannot be identified and charged directly to such projects, programs or activities relatively easily with a reasonable degree of accuracy and without an inordinate amount of accounting. Examples include utilities, custodial and administrative services. There are numerous methods of calculating indirect costs and such methods have been the subject of considerable debate over the past 40 years. This manual will not address such calculations. The following entries show how the costs should be recorded, regardless of the method used to determine the amount.

GL	GL Description	DR	CR
	Unrestricted Current Fund 1		
182XX	Due from Current Funds – Unrestricted Fund	XXXX	
439XX/429XX	Indirect Costs Recovered		XXXX
	Restricted Current Fund 2		
676XX	Indirect Costs Expense	XXXX	
281XX	Due to Current Funds – Restricted		XXXX
	<i>To record the appropriate amount of indirect cost to be charged to the specific project account and recognize the associated revenue.</i>		

The above entry should be recorded in the specific restricted fund account for the project at the time the indirect cost amount is determined. The cash entry may be delayed in exchange for a receivable depending upon whether the cash is on hand in a holding account. The following entries should be made in the specific account and in the Current Funds - Unrestricted, respectively, to record the transfer of the amount to unrestricted funds.

GL	GL Description	DR	CR
	Unrestricted Current Fund 1		
101XX	Cash	XXXX	
182XX	Due from Current Funds – Unrestricted		XXXX
	<i>To record indirect cost transfers.</i>		
182XX	Due from Current Funds – Restricted Funds	XXXX	
4XXXX	Indirect Cost Recovery – Grants & Contracts		XXXX
	<i>To record Indirect Cost Recovery in Current Funds – Unrestricted.</i>		
	Restricted Current Fund 2		
281XX	Due to Current Funds – Restricted	XXXX	
101XX	Cash		XXXX
	<i>To transfer indirect costs to unrestricted funds.</i>		
676XX	Indirect Cost Expense	XXXX	
281XX	Due to Current Funds – Restricted		XXXX
	<i>To record Indirect Costs – Restricted Funds.</i>		
13XXX	AR – Due From Governmental Agencies	XXXX	
4XXXX	Revenue – Grants and Contracts		XXXX
	<i>To record Restricted Fund Revenue resulting from Indirect Cost.</i>		

Fee Waivers/Exemptions

1. Fee Waivers and Exemptions – Definitions

a. Fee Waiver:

An appropriate fee is assessed and the collection of the fee is waived. Fundable waivers are those authorized by the legislature specifically as “fundable.” All other Board of Trustees waivers are non-fundable.

b. Fee Exemption:

No fee is assessed and recording is not required (i.e., eligible Adult Basic Education, Adult High and Dual Enrollment registrants). Fee exemptions are generally legislatively authorized and are generally fundable enrollments.

2. Journal Entries

GL	GL Description	DR	CR
	Current Funds – Unrestricted		
68002	Fundable Fee Waivers	XXXX	
40XXX	Matriculation and Fees		XXXX
	<i>To record the fundable matriculation, tuition and/or fees waived and authorized by law.</i>		
68005	Nonfundable Fee Waivers	XXXX	
40XXX	Matriculation and Fees		XXXX
	<i>To record the nonfundable matriculation, tuition and/or fees waived by the Board of Trustees approval.</i>		
	Fee Exemptions – not required to record entry		
	OR		
40XXX	Matriculation and Fees	XXXX	
101XX/13XXX	Accounts Receivable		XXXX
	<i>The entry reverses the recording of fees earned if the College's automated registration system required some entry to be generated.</i>		
	OR		
40XXX	Contra – Matriculation and Fees	XXXX	
68005	Nonfundable Fee Waivers		XXXX
	<i>This entry establishes a contra revenue account that provides a total of the fee exemption waived when a college establishes different GL codes for each exemption and tuition type. This effectively "unrecords" the revenue for a fee exemption and provides totals for the Student Fee Exemptions and Waivers Report. It assumes that fee exemptions are setup like fee waivers above.</i>		

Expenditures

Indirect Cost Expenses – See Indirect Cost Revenues

Depreciation

GASB 62, paragraph 95 indicates that disclosures of accounting policies should identify and describe the method or methods used in computing depreciation with respect to major classes of depreciable assets. Generally, most Colleges are using straight line depreciation as their depreciation method. Any depreciation method that is GAAP is acceptable for a College to use must be disclosed in the notes to the financial statements. GASB 34, paragraph 21 indicates that assets should be depreciated over their estimated useful lives. Useful lives are defined for each of the general asset types that Colleges have in the Capital Asset Type chart. The following is the entry to record annual depreciation by asset class.

GL	GL Description	DR	CR
	Investment in Plant Fund 9		
69400	Depreciation Expense	XXXX	
19XX9	Accumulated Depreciation by Asset Class		XXXX
	<i>To record annual depreciation by asset class.</i>		

Energy Consortium

Several colleges have elected to participate in the Energy Consortium, which requires certain matching funds and specific reporting requirements. To accommodate these requirements, the following entries are provided:

It is recommended that these funds be recorded in the Unexpended Plant Fund, Account Number 73XXXX-XX.

a. Matching (Deposited) Funds - (Member Colleges)

Transferring of matching funds, from member colleges (from any fund source they so designate) to the Unexpended Plant Fund, then to the Consortium fiscal agent.

Mandatory Transfers – Out (69170)	XXXX	
Cash (10100)		XXXX
Cash (10100)	XXXX	
Mandatory Transfers – In (491XX)		XXXX
Disbursement to Fiscal Agent		
Deposits Refundable - Energy Consortium (151XX)	XXXX	
Cash (10100)		XXXX

b. Receipt of Energy Grant Funds (drawn first)

Cash (10100)	XXXX	
Energy Consortium Grant Funds (4256X)		XXXX

c. Receipt of Matched Funds (drawn first)

Redistributed member matching funds and interest

Cash (10100)	XXXX	
Accumulative Deposits Refunded-Energy Consortium (152XX)		XXXX

d. Recording of Interest Earned by Fiscal Agent

Deposits Refundable - Energy Consortium (151XX)	XXXX	
Interest Income (481XX)		XXXX

These basic entries are recommended to record Energy Grant funds, matching funds and interest income. It is intended that the use of 151XX and 152XX will serve to preserve the accumulative value of matched funds and redistributed matched funds.

Yearend Elimination

Entries

In order to prevent the double counting of revenues and expenses by simply adding all revenues and expenses together, elimination entries to eliminate inter-fund revenues and expenses are necessary to report the actual activity on the SRECNA. The following eliminations are typical at a College.

1. Indirect Cost
2. Interfund/Department Sales
3. Due To/Due From
4. Transfers- Mandatory and Mandatory
5. Scholarships Discounts and Allowances

a. Definition

A scholarship allowance is the difference between the stated charge and services provided by the College and the amount that is actually paid by the student and/or third parties making payments on behalf of the student

- b. A review of the NACUBO Advisory Report 2000-05, which deals with Accounting and Reporting Scholarship Discounts and Allowance issues, the following are examples of how a College can handle the accounting treatment. Use of contra revenue in the Current Unrestricted Fund 1 is a common element to all of these issues. For those schools that own their own bookstores a contra account will be needed in the Auxiliary Fund 3 as well. There is an alternative that is described in c. below.

- (1) Accounts Receivables generated by contract billing to an outside company:

Accounts Receivable Fund 1 (13XXX)	XXXX	
Revenue Fund 1 (4XXXX)		XXXX

- (2) Grants from the DOE, FDLE, etc. handled through Fund 2:

Scholarship Expenditure Fund 2 (68XXX)	XXXX	
Cash Fund 2 (10100)		XXXX
Accounts Receivable Fund 2 (13XXX)	XXXX	
Revenue Fund 2 (4XXXX)		XXXX
Student Accounts Receivable Fund 1 (131XX)	XXXX	
Tuition Revenue (4XXXX)		XXXX
Cash Fund 1 (10100)	XXXX	
Student A/R Fund1 (131XX)		XXXX
Contra Revenue Account Fund 1 (4XXXX)	XXXX	
Contra Expense Account Fund 1 (6XXXX)		XXXX

- (3) Miscellaneous Scholarships from individuals and organizations where they determine the recipient:
- If billing to the organization is required, handle the same as Item #1. Accounts Receivable.
 - When the sponsoring agency provides the funds in advance, handle in a fiduciary capacity in Trust and Agency Fund 6

- (4) Institutional Scholarships funded by Scholarship/ Financial Aid Fees, post in Fund 5 with the following entries:

Scholarship Expense Fund 5 (68XXX)	XXXX	
Cash Fund 5 (10100)		XXXX
Cash Fund 1 (10100)	XXXX	
Tuition Revenue Fund 1 (4XXXX)		XXXX
Contra Revenue Fund 1 (4XXXX)	XXXX	
Contra Expense Fund (6XXXX)		XXXX

- (5) SEOG, Pell, State of Florida Bright Futures and Component unit foundations: post in Fund 5 with the following entries.

Scholarship Expenditure Fund 5 (68XXX)	XXXX	
Cash Fund 5 (10100)		XXXX
Accounts Receivable Fund 5 (13XXX)	XXXX	
Revenue Fund 5 (4XXXX)		XXXX
Cash Fund 1 (10100)	XXXX	
Tuition Revenue (4XXXX)		XXXX
Contra Revenue Account Fund 1 (4XXXX)	XXXX	
Contra Expense Account Fund 1 (6XXXX)		XXXX

- c. As an alternative to doing the actual entries described in b above, a College can create a report of all scholarship payments that pay institutional tuition charges (would need to include book charges only if the institution self-operated its bookstore). This amount will reflect the scholarship allowances that would have been recorded using the above entries without the additional exposure to error in the additional lines of accounting entries. When an institution uses such a report the amount of calculated scholarship allowance will not actually be recorded in the accounting system but will become a financial statement adjustment to tuition and fees and scholarships (auxiliary revenue if the College self operates a bookstore).

Other

Matching Funds

Matching funds are those institutional funds required as a share of the total expenditures of a specific project by the terms of a grant or contract. Since Restricted Current Funds Revenue is recognized only to the extent funds are expended, it is not appropriate to transfer Matching Funds to Restricted Current Funds in advance. Matching Funds transfers should be recorded at the time that the restricted revenue is recognized. The proper entries to the Current Funds - Unrestricted and the specific project account respectively are as follows:

GL	GL Description	DR	CR
	Unrestricted Current Fund 1		
691XX	Mandatory Transfers – Out	XXXX	
101XX	Cash		XXXX
	<i>To record the transfer of matching funds for specific project.</i>		
	Restricted Current Fund 2		
101XX	Cash	XXXX	
491XX	Mandatory Transfers – In		XXXX
	<i>To record the transfer of matching funds for specific project.</i>		

Service Concession Arrangement

GASB 60, Accounting and Reporting for Service Concession Arrangements goes into effect for FYE June 2013. The pronouncement addresses service concession arrangements (SCAs) which are a type of public-private or public-public partnerships. The terms of a SCA may include payments from the operator to the College for the right to build, operate and collect user fees on infrastructure or other public assets and may provide for revenue sharing between the government and the operator during the term of the arrangement. For an SCA to be recognized in the financial statements, it should be material.

- A. Type of public-private or public-public partnership which include
 - a. Service arrangements
 - b. Management arrangements
 - c. Type of Lease
- B. All the following criteria must be met to recognize a SCA
 - a. Transferor conveys to an operator the right and related obligation to provide services to the public through the use and operation of a capital asset (“facility”) in exchange for significant consideration
 - b. Operator collects and is compensated by fees from third parties
 - c. Transferor is entitled to significant residual interest in the service utility of the facility at the end of the arrangement. Note that the capital asset that is the subject of the SCA should not be capitalized by the operator (college) if the arrangement requires the operator to return the asset to the transferor in its original or enhanced condition.
 - d. Transferor determines or has the ability to modify or approve
 - i. What services the operator is required to provide
 - ii. To whom the services will be provided
 - iii. The prices or rates that will be charged
- C. Examples of Service Concession Arrangements
 - a. Parking Garage
 - b. Bookstore Contracts
 - c. Cafeteria Contracts

- D. Transferor (College) reports
 - a. An upfront payment or the present value of installment payments as an asset
 - b. Any contractual obligations as liabilities
 - c. Corresponding deferred inflow of resources equal to the difference between a and b
- E. The following information should be disclosed in the notes to the financial statements
 - a. A general description of the arrangement in effect during the reporting period, including management’s objectives for entering into it and, if applicable, the status of the project during the construction period.
 - b. Any guarantees or commitments
 - c. Renewal and termination options
 - d. The nature and amounts of assets, liabilities, and deferred inflows of resources related to an SCA that are recognized in the financial statements
 - e. The nature and extent of rights retained by the transferor or granted to the governmental operator under the arrangement.

Fiduciary Financial Statements

GASB 84 provides guidance on accounting for fiduciary activities. The standard defines when a government has fiduciary responsibility and when it is required to present fiduciary fund financial statements. Examples of fiduciary activities include:

- Pension and OPEB Trust Funds,
- Investment Trust Funds,
- Private Purpose Trust Funds, and
- Custodial Funds (agency funds held longer than 90 days).

Each College will need to perform an analysis and annually report material fiduciary activities in a Statement of Net Position and a Statement of Net Changes in Net Position for the four identified fiduciary fund types as part of the College’s financial statements, effective with FYE 2020.

Higher Education Emergency Relief Funds (HEERF)

Proposed Accounting Treatment for Revenue Loss through Higher Education Emergency Relief Funds (HEERF):

GL	GL Description	DR	CR
	Entry to Fund 2		
695XX	Uninsured Loss COVID (R)	XXXX	
101XX	Cash		XXXX
101XX	Cash	XXXX	
435XX	Federal Revenue		XXXX
	Entry to Fund 1		
101XX	Cash	XXXX	
495XX	Uninsured Loss Recovery (COVID)		XXXX

The uninsured loss 695XX and the uninsured cost recovery 495XX need to be eliminated at year-end, similar to indirect costs. For purposes of preparing the Accounts by GL in the AFR workbook provided by the Division, use account 69521 and 49521, which will automatically eliminate the entry to avoid the recording of duplicate expense and revenue college wide.

Note: Documentation for the calculation of the lost revenue posted to Fund 2 is recommended for audit purposes.

ACCOUNTING MANUAL
ADDENDUM

Section 15

State Annual Reports

STATE ANNUAL REPORTS

This section contains a list of all the Annual State Financial report required for submission to the Division – Florida’s College System. **The forms coinciding with each of the following reports identified are issued and approved by Council of Business Affairs and the Division – Florida’s College System.**

15.1 Annual Financial Report (AFR)

Exhibit A	Balance Sheet
Exhibit B	Statement of Changes in Fund Balance
Exhibit C	Statement of Current Funds, Revenues, Expenditures and Other Changes
Schedule 1	Summary of Accounts by General Ledger Code
Schedule 2	Summary of Expenditures by Function
Schedule 3	Report of Student Fee Exemptions Granted
Schedule 4	Summary of Student Fee Exemptions and Waivers (<i>during academic year</i>)
Schedule 5	Report of Capital Improvement Fees
Schedule 6	Schedule of Expenditures of Federal Awards
Schedule 7	Distance Learning Course User Fee Report
Schedule 8	Report of Upper Level Resources of Funds and Planned Expenditures
Attachment 1	Notes to Financial Statements
Attachment 2	Management’s Discussion and Analysis
CU Forms	Discretely Presented Component Unit Forms (<i>DFS Forms</i>)
Instructions	Annual Financial Report

15.2 Annual Operating Budget

Exhibit A	Budget Summary
Exhibit B	Student Fee Rates
Exhibit C	Budget Worksheet (Student Fees and Enrollment Plan)
Exhibit D	Schedule of Budgeted Revenues, Expenditures and Estimated Fund Balance by GLC
Exhibit E	Summary of Budgeted Expenditures by Function (unrestricted)
Exhibit F	<i>Only for Colleges that submit an unencumbered fund balance below 5%</i>
Exhibit G	Baccalaureate Program

Budget Amendment Report

15.3 Cost Analysis – *Purpose: identify those revenues that are received by the college and used to support the delivery of instruction and specific functions on which these funds are expended.*

CA-1	Analysis of Revenues for General Operations
CA-2	Cost Analysis
CA-2W	Cost Analysis Worksheets

15.4 Technology Expenditures Analysis (TEA) – *The purpose of the TEA report is to identify technology expenditures by Colleges that support the delivery of instruction and show the specific functions/categories for which they are expended.*

15.5 Students with Disabilities Report – *The purpose of this report is used to evaluate amounts expended for students with disabilities and for categorization of expenditures by job functions, learning device or aid, and miscellaneous expenditures.*

15.6 Financial Aid Fee Report – *This report is to comply with the requirements of Section 1009.23(8)(a-d) Florida Statutes.*

15.7 First Generation Matching Grant (FGMG) Program Report – *The purpose of this report is to comply with the Florida Legislature created in Section 1009.701, Florida Statutes, the First Generation Matching Grant Program. FGMG is a need-based program providing financial aid to Florida undergraduate residents who demonstrate financial need and whose parents have not earned a baccalaureate degree.*

- 15.8 **Dr. Philip Matching Grant (FGMG) Program Report** – *The purpose of this financial report is to account for revenue/expenditures per s.1011.85, Florida Statutes which created the Dr. Philip Benjamin Matching Grant Program for Florida Colleges as a single matching gifts program that encompasses the goals originally set out in the Academic Improvement Program, the Scholarship Matching Program, and the Health Care Education Quality Enhancement Challenge Grant.*
- 15.9 **Facility Enhancement Challenge Grant Matching Report** – *The purpose of this report is to comply with 1011.32 Florida’s College System Facility Enhancement Challenge Grant Program for the purpose of assisting the Florida’s College System in building high priority instructional and community-related capital facilities consistent with s.1004.65, including common areas connecting such facilities.*
- 15.10 **Distance Learning Fee Revenue Report** – *The purpose of this report is to comply with s. 1009.23, Florida Statutes, as it relates to a distance learning course user fee by reporting the total amount of revenue generated by this user fee for the prior fiscal year and how the revenue was expended.*
- 15.11 **Operating Cost of New Facilities (OCNF)** - *The purpose of this report is to comply with s. 1011.84, Florida Statutes, as it relates to reporting OCNF Revenue/Expense.*

Section 16

Legal and Authoritative References

LEGAL AND AUTHORITATIVE REFERENCES

Accounting Standards– Designates the Accounting Manual for Florida’s College System as the standard for financial record keeping. FS 1010.02; SBE 6A-14.072(1)

Auxiliary Funds – Provides that a portion of Auxiliary funds may be used for the benefit of the college at the discretion of the President and according to the rules of the District Board of Trustees. SBE 6A-14.077. Also see **Business Hospitality**.

Baccalaureate Degrees – Authorizes Florida College System institutions to offer baccalaureate degrees and describes limitations and requirements for such degrees. FS 1007.33

Budget Preparation, Approval and Amendments (Current Unrestricted Fund) – Prescribes requirements for State submission and approval; provides for amendments. SBE 6A-14.0716(1), (2), (3).

Budget and Recordkeeping (Unexpended Plant Fund) – Requires DBoT adoption of Capital Outlay budget; prescribes outline for budget and recordkeeping by project. SBE 6A-14.0716(4).

Business Hospitality – Describes purpose and expenditures limitation. SBE 6A-14.077(1)(a).

Capital financing – See matrix on the various financing options provided at the end of this section.

- **Capital Improvement Fees** – for capital improvements, technology enhancements, equipping student buildings, or acquisition of improved real property, FS 1009.23(11).
- **Capital Outlay and Debt Service** – (CO & DS) acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating, or repairing of capital outlay projects, Florida Constitution, Article XII, Section 9, Subsection (d) as amended.
- **Public Education Capital Outlay** – FS 1013.65
 - PECO-for projects included in College’s Capital Improvement Plan and financed/authorized by the legislature
 - Sum of the Years Digits (SYD)-for maintenance and repairs
- **Facility Enhancement Challenge Grant** – matches funds through the DSO for building high priority instructional and community-related capital facilities, FS 1011.32. EFFECTIVE JULY 1, 2011, STATE MATCHING FUNDS ARE **TEMPORARILY SUSPENDED** FOR DONATIONS RECEIVED ON OR AFTER JUNE 30, 2011.
- **Other/Local** – any capital project as determined by the College and included in funds budgeted by the District Board of Trustees (typically from the Unrestricted Funds)

Charter High School – Allows Florida Colleges to develop charter schools that offer secondary education. FS 1002.33(5)(a)(4).

Collegiate High Schools – Requires each Florida College to work with district school boards to establish at least one collegiate high school program. FS 1007.273

Contingency reserve – Authorizes reserve in general current fund. SBE 6A-14.0716(1).

CO & DS Funds – Describes Capital Outlay and Debt Service funds computation, distribution and use. FS 1011.84(2), (3)(d) and FS 1010.58; SBE 6A-14.0764.

Credit and debit cards – Authorizes DBoT to allow use for fee payments. FS 1001.64(28). Also see 501.0117(1) which prohibits imposing a surcharge for electing to use a credit card. However, this does not include convenience fees authorized under 1009.23.

Deferment of Fees – Permits fee payments to be deferred in certain circumstances. SBE 6A-14.054 (8), (9), (10).

Delinquent/Uncollectible Accounts – Requires collection effort; permits write offs and certain collection procedures. FS 1010.03.

Depositories and Withdrawals of Public Funds – Provides that public funds be deposited in banking institutions qualified as public depositories; describes recordkeeping and processes for receipts and withdrawals. FS 136.01 and 280.02; SBE 6A-14.075. Also see **Deposits, Direct Support Organizations**.

Deposits, Direct Support Organizations – Permits separate deposit of certain receipts by a college's DSO. SBE 6A-14.075(2), see last sentence.

Direct Deposit of Paychecks – Authorizes wages to be directly deposited in employee's bank account but prohibits termination of employee for refusing to authorize direct deposit. FS 532.04.

Direct Support Organizations – Describes college and statewide DSO's. FS 1004.70 and FS 1004.71.

Dormitories – Permits a College to construct dormitories under specific circumstances. Prohibits state funds and tuition and fee revenues to be used for construction or financing of such dorms. FS 1013.40(4).

Dual Enrollment tuition rate – FS 1007.271 (21)(n)(1) and (3) requires school districts to pay the standard tuition rate when course instruction takes place on the College's campus and when course is taken in fall or spring terms. For courses taken on the high school site and taught by College faculty, the school district shall reimburse the College for a proportion of the salary and benefits to provide the instruction. No payment is required if courses taught on high school site by school district faculty. Summer dual enrollment funding is subject to annual appropriations in the General Appropriations Act.

Educational Facilities – FS Chapter 1013. (See descriptions of Capital Financing above.) "Educational facilities" defined, FS 1013.01(6).

Fee Exemptions – Prohibits assessment of fees under certain circumstances. FS 1009.25(1). Authorizes college to exempt fees on up the greater of 54 FTE or 1% of total FTE. FS 1009.25(2).

Fee Waivers – Permits waivers under certain circumstances. FS 1009.26(1). Requires waivers for certain recipients of combat decorations, FS 1009.26(8), certain spouses of deceased state employees, FS 1009.26 (7); out of state fees for certain students undocumented for federal immigration purposes, FS 1009.26 (12); out of state fees for certain honorably discharged veterans or those who are active duty members of the Armed Forces or Florida National Guard, FS 1009.26 (13) and (14). Requires documentation. SBE 6A-14.054(12).

FTE, CCPF (Community College Program Fund) – Defines computation of FTE for CCPF. SBE 6A-14.076.

Florida Retirement System – Participation in FRS FS 121.051:

- **Community College Optional Retirement Plan**- Allows for a retirement annuity to be purchased for employees who opt into the program in lieu of the Florida Retirement System programs. FS 1012.875 and 121.355
- **DROP (Deferred Retirement Option Program)** – An elective program available for eligible members of the FRS Pension Plan who are eligible for normal retirement. The member retires,

but continues employment for up to five years. While in DROP, the member's monthly retirement benefits accumulate, earning interest and annual cost of living adjustments. At the end of DROP, the member terminates and begins receiving monthly retirement benefits from the FRS as well as the accrued DROP benefit. FS 121.091(13)

- **Employee Contribution** – Effective July 1, 2012 each member shall contribute an amount as stated in FS 121.71 (currently 3%). FS 121.07
- **Senior Management Service Class** – Is compulsory for the College President with additional positions as designated by the College. Up to 10 full-time positions may be designated. For Colleges with 100 or more regularly established positions, additional positions may be designated not to exceed 1 percent of the total regular positions. FS 121.055
- **Vesting** – Members employed by July 1, 2001 to June 30, 2011 have a 6 year vesting requirement. On or after July 1, 2011 have an 8 year vesting requirement. FS 121.021(45)

Fund Balance, Operating Budget – Requires notification to SBE of budgeted fund balance below 5% of funds available. FS 1011.84(3)(e).

Fund Balance Carryforward – FS 1013.841, requires spending plans for excess fund balances at fiscal year-end.

Investment of Funds – SBE 6A-14.0765 with cross references to classification of fund types in the accounting manual.

Lease, Rental/Lease Purchase – Grounds and buildings (other than dormitories), Educational facilities and sites. Provides authority to DBoT; provides for requirements. FS 1001.64(36); FS 1013.15.

Lease Purchases – Other, Short-term loans/Installments. Provides authority to DBoT for lease purchases for particular purposes, and other financing agreements of not more than 5 years. FS 1001.64(38).

Long-term debt – Provides statutory references for borrowing funds for long term debt. FS 1001.64 (38)

Membership or professional organization dues – Requires membership and dues to be obtained in the institution's name (not individual employee's name) if membership is essential to the College's statutory duties. Does not allow for payment for individual dues for professional or trade associations except where membership is necessary and is more economical than institutional level membership. FS 216.345

Overdrafts – Prohibits in any fund or depository account. SBE 6A-14.0716(3)(c).

Parking fines – Requires money collected to be used for financial aid purposes. FS 1001.64(24).

Performance Funding – Defines SBE metrics used to award performance funds to each college. FS 1001.66

Program Reduction – As required by proviso to Specific Appropriation 123 of the General

Appropriation Act (GAA), Senate or House Bill 2500 (2023 Session), program reductions of more than 10 percent requires a Reduction Plan report be sent to the FCS Budget Office at collegereporting@fldoe.org.

Promotion and Public Relations Funds – See Auxiliary Funds and Business Hospitality.

Purchasing (Procurement) Requirements – Prescribes thresholds, procedures and exceptions. SBE 6A-14.0734.

- Procurement of architectural, engineering, landscape architectural or surveying, FS 287.055.
- Piggy-backing 6A-14.0734(2)(c) Allows exceptions to competitive solicitations if unit and contract prices have been established through a competitive solicitation by any unit of government

Real Property – Authorizes DBoT to adopt rules, procedures and policies regarding college property, FS 1001.64(4)(b); establishes DBoT responsibility for control of college owned property, FS 1001.64(5); authorizes DBoT to acquire and dispose of real property, FS 1001.64(37); requires certain procedures by DBoT in purchasing real property, FS 1013.14; permits DBoT to dispose of real property determined to be unnecessary, FS 1013.28(1)(a).

Remuneration – Provides limits on salary, bonuses, and other compensation:

- Administration-FS 1012.886
- Bonuses-FS 215.425(1), defined in FAC 60S-6.001
- President-FS 1012.885
- Severance Pay-FS 215.425(4)(a)

Staff and Program Development (SPD) – Requires budget pursuant to DBoT policy; defines SPD. SBE 6A-14.029.

Tangible Personal Property – Authorizes DBoT to adopt rules, procedures and policies regarding college property, FS 1001.64(4)(b); establishes DBoT responsibility for control of college owned property, FS 1001.64(5); requires DBoT to dispose of tangible personal property according to procedures in FS 274.07, FS 1013.28(2)(a) and FS 274.05, 274.06.

Textbook Affordability – Prescribes various requirements to make textbooks more affordable to students, including textbook adoption deadlines, policies, notifications, and reporting requirement to the Chancellor. FS 1004.085 and SBE 6A-14.092

Transfers, Interfund – Prohibits transfers from Debt Service Fund, and from Unexpended Plant Fund except under certain circumstances. SBE 6A-14.0715. Permits transfer to Scholarship Fund from Current Unrestricted Fund on a limited basis. FS 1009.23(8)(a). Provides that “transfers from general current funds shall not handicap current operations”. SBE 6A-14.0716(1).

Travel expense – Describes a uniform State procedure for payment of travel expenses. FS 112.061.

Tuition and Fees – FS 1009.23 and SBE 6A-14.054 (which covers computation for determining “cost of education” and provides for negotiated tuition fees under certain circumstances; resulting FTE not reportable for funding purposes.)

- **Audit Fees** – Same fee as students enrolled for credit. SBE 6A-14054(5).
- **Capital Improvement Fees** – Authorizes the DBoT to establish a fee for “capital improvement, technology enhancement, or equipping student buildings”; provides for the fee rate and the parameters for use of the fee. FS 1009.23(11) and cross referenced FS 1001.64(10).
-
- **Convenience Fee** – Allows the charging of fees for students who pay with a credit card. FS 1009.23(15).
- **Distance Learning Fees** – Prescribes amount and usage. FA 1009.23(16).
- **Financial Aid Fee** – Prescribes amount and usage. FS 1009.23(8).
- **Increases in Fees** – Requires public notice for increasing tuition or fees. FS 1009.23(20).
- **Out-of-State Fees** – Prescribes ranges of fees authorized to be charged to students. FS 1009.23(4)
- **Registration fees** – Provides definition. SBE 6A-14.054(11).
- **Student Activity and Services Fee** – Prescribes amount and usage. FS 1009.23(7). Requires certain budget and expenditure procedures. SBE 6A-14.057.
- **Technology Fee** – Prescribes amount and usage. FS 1009.23(10).
- **Third Attempts** – Students enrolled in same undergraduate college-credit course more than twice shall pay tuition at 100 percent of the full cost of instruction. Calculations of the full cost of instruction shall be based on the systemwide average of the prior year’s cost of undergraduate programs. FS 1009.285
- **User Fees and Fines (Lab Fees)** – Lists the other student fees allowable. FS 1009.23(12)

Web references – for Florida’s State/Community Colleges:

Florida Statutes	www.leg.state.fl.us/Statutes
Florida Statutes, K-20 Education Code	www.leg.state.fl.us/Statutes select Title XLVIII K-20 Education Code
State Board of Education Administrative Rules, Community Colleges	https://www.flrules.org/gateway/ChapterHome.asp?Chapter=6A-14
State Board of Education, Administrative Rules, Educational Facilities	https://www.flrules.org/gateway/ChapterHome.asp?Chapter=6A-2
Florida Dept of Education, Educational Plant Surveys	http://www.fldoe.org/finance/edual-facilities/reports-pubs-surveys/plant-surveys/fl-college-system-edual-plant-survey.shtml
Florida Dept of Education, Florida College System Home Page	http://www.fldoe.org/schools/higher-ed/fl-college-system/
Florida College System, Finance	https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/finance/
Florida College System Council of Business Affairs (COBA)	https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/finance/coba.shtml
FCS Accounting Manual	https://www.floridacollegesystem.com/publications/fcs_finance/accounting_manual.aspx https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/finance/accounting-manual.shtml

CAPITAL FINANCING MATRIX

Florida Colleges derive funding for capital purposes from multiple sources. This section outlines the major sources of capital financing available. These sources are:

1. Capital Improvement fees
2. Capital Outlay and Debt Service funds
3. Public Education Capital Outlay funds
4. Matching and Local funds

Capital Improvement Fees (CIF)		
	CIF Local	CIF Bonded
Administered by	College/DBOT	College upon DBOT resolution; Florida Dept of Mngmt Services, Division of Bond Finance
Authority	FS 1009.23(11)(a)	FS 1009.23(11)(b)(c)(d)
Fund Source	Student Capital Improvement Fees	Proceeds from bond issues not to exceed 20 years
Allocation Method	As budgeted in the Unexpended Plant Fund 7 by college's rules and procedures	Bond capacity calculated by Division of Bond Finance; DBOT resolution to pledge fees for repayment
Distribution	By college fee collections	Bond proceeds by Division of Bond Finance
Expenditure Provisions	financing or refinancing new construction and equipment, renovation, remodeling of educational facilities, or the acquisition and renovation or remodeling of improved real property for use as educational facilities.	"Projects...shall meet the survey and construction requirements of chapter 1013 (FS), and be included in the college's Capital Improvement Plan (CIP) per FS 216.0158
Funds Reversion	None	Per bond issue
Documentation	Consistent with good accounting practices and auditable.	Consistent with good accounting practices and auditable; as required by bond issue.

Capital Outlay and Debt Service (CO&DS)		
	Flow Through Funds	CO Bond Issue (COBI)
Administered by	State Board of Education	
Authority	Florida Constitution Article XII, Section 9, Subsection (d) as amended	
Fund Source	State revenue from motor vehicle licensing ("first proceeds"... "to extent necessary" to fund provisions of the amendment).	
Allocation Method	Formula based on the number of instructional units (FTE's) in each school district and community college district in each year computed.	
	Balance of allocation after bond expenses, i.e., "flow through".	Bonding capacity calculated by Office of Educational Facilities, DoE; resolution of the DBOT to fund project with proceeds.
Distribution	Automatically: Late fall-80% of entitlement based on estimated FTE less year's debt service, and late spring-adjusted to actual FTE. Interest earnings distributed after spring disbursement.	Wired to participating districts after bond issue.
Expenditure Provisions	(A, B, C) per approved Project Priority List (PPS) developed from projects recommended in the Educational Plant Survey. Exceptions for the schedule of priorities may be obtained. If all capital needs are met, may apply for approval to use for other purposes.	Must be expended on the capital outlay projects listed on the DBOT bond resolution (from the college's PPL) in the order of priority listed. After the sale of the bonds, the college may request an amendment to the project list.
Funds Reversion	None	Per bond issue
Documentation	Consistent with good accounting practices and auditable.	DBOT bond resolution in format provided by OEF. Form OEF-216 for project amendment requests.

Public Education Capital Outlay (PECO)		
	PECO SYD (Sum of the Years Digits)	PECO
Administered by	State Board of Education/Commissioner of Education through DoE	
Authority	Florida Constitution Article XII, Section 9, Subsection (a). FS 1013.65	
Fund Source	State revenue from gross receipts taxes.	
		State bond issues up to 30 years duration pledging not more than 90% of amounts available for debt service.
Allocation Method	Sum of the Years Digits method used to allocate to individual colleges.	PECO annual Capital Improvements Plan used to allocate legislative appropriation to individual colleges.
Distribution	An encumbrance and disbursement system used to authorize and disburse funds. An encumbrance authorization must be issued before funds are disbursed. Disbursements made 10-11 months of the year with none in July (maybe August).	
Expenditure Provisions	For maintenance and repairs; at least 10% to correct unsafe, unhealthy and unsanitary conditions.	Consistent with survey recommendations and project as included on Capital Improvement Plan.
Funds Reversion	Yes, if project not under contract (encumbered) within 31 months of appropriation. None on land acquisition funding.	
Documentation	OEF-352-Encumbrance Authorization Request; OEF-442-Cash Disbursement Request	

Matching & Local		
	Facility Enhancement Challenge Grant (Matching)	Other "Local"
Administered by	State Board of Education/Commissioner of Education through DOE.	District Board of Trustees through College Administration.
Authority	FS 1011.32	Any capital project, as determined by the College and included in funds budgeted by the DBOT.
Fund Source	State appropriated funds to match private contributions received through the College's direct support organization. Match is 50/50. State sources determined by legislative appropriation; may not include PECO. Private sources shall not include federal or state government funds. NOTE: Fund source temporarily suspended as of July 1, 2011.	Various.
Allocation Method	Legislative action on annual budget request of the State Board of Education based on eligible matching funds certified by the College and its direct support organization. May be appropriated in one or more fiscal years.	College though District Board of Trustees.
Distribution	Varies, depending on Legislative funding source, but currently suspended per FS 1011.32(13)	Internal provisions as determined by funding source.
Expenditure Provisions	Projects must be survey recommended and included in the College's 5 year Capital Improvement Plan per FS 1013.31.	Depends on funding source.
Funds Reversion	After project completed, unexpended funds revert to direct support organization facilities matching funds account and the State General Revenue Fund in matching proportions.	Internal provisions as determined by funding source.
Documentation	As required by State Board of Education through DOE	Consistent with good accounting practices and auditable; as required by funding source.